

40-56

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE OFFICE OF PERSONNEL



SECRET

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 40-56) for the
Office of Personnel is approved and authority
hereby given to implement the disposition in-
structions contained therein.

Preparation and Review:

[Redacted Signature Box]

14 August 1956
Date

[Redacted Signature Box]

14 August 1956
Date

Approved:

[Redacted Signature Box]

Chief, Records Management Branch

14 Aug 1956
Date

25X

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25

Personnel, Office of the Director

SECRET

TITLE

Acting STOW 1 + 2 86

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OFFICE SUBJECT FILE Consists of correspondence, reports, and other papers which document the policy and procedures pertaining to the preparation and execution of the Agency's Personnel Management Program. Filed alphabetically by subject. (1947-1956)	6.2	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to the Records Center 2 years thereafter.)
2	TOP SECRET FILE Consists of correspondence, reports, and other papers classified Top Secret, maintained in a separate file because of their security classification. Filed alphabetically by subject. (1950-1956)	1.0	Dispose of in accordance with disposition instructions for papers to which the TS document relates.
3	PROGRAM FILES Consists of material related to the Subject File which documents particular phases of personnel management activities such as the Insurance Program, the Career Service, application of public laws, etc. This file also contains special briefing material prepared for various committees. No arrangement. (1952-1956)	3.4	Permanent. Disposal not authorized. (Place in inactive file upon completion of program. Cut off inactive file at end of each year; transfer to Records Center 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
4	<p>ACTIVITY REPORTS FILE</p> <p>Consists of the original copies of activity reports submitted to the Director of Personnel from Division and Staff elements of the Office for informational purposes. Filed chronologically.</p> <p>(1955-1956)</p>	1.5	Temporary. Destroy when 5 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
5	<p>PROGRESS REPORTS FILE</p> <p>Consists of semi-annual and annual reports which are submitted to the Director of Personnel. These reports document the activities of the Division and Staff elements of the Office and provide statistics and information on program requirements for preparation of the budget. Filed chronologically by fiscal year.</p> <p>(1955-1956)</p>	.1	Permanent. Disposal not authorized. Retire to Records Center when 2 years old.
6	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p> <p>(1953-1956)</p>	4.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
7	<p>BUDGET AND ALLOTMENT FILE</p> <p>Consists of the Office copy of budget estimates, advice of allotment authorizations, budget analysis and allotment requests, miscellaneous obligation records, analysis of allotment transactions, and related papers. Filed chronologically.</p> <p>(1946-1956)</p>	3.0	Temporary. Destroy 4 years after lapse of appropriation. (Cut off upon lapse of appropriation; destroy 4 years thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
8	POSITION CONTROL REGISTER Consists of machine listings containing rosters of authorized Agency positions, used for control purposes and in preparation of the budget. Filed chronologically. (1955-1956)	.2	Temporary. Destroy 2 months after close of fiscal year involved.
9	EMPLOYEE SUGGESTION FILE Consists of case files maintained on employee suggestions received by the Office for review and comment. Files contain copies of comments prepared by the Office, transmittals, pertinent bulletins, circulars, Executive Orders, and similar material. Filed numerically by suggestion number. (1953-1956)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
10	FITNESS REPORT FILE Consists of extra copies of Form 45, Fitness Report, maintained on OP personnel. These reports contain an analysis of the employee's work performance during the reporting period and are used for reference in planning assignments, training, etc., for the employee. Filed alphabetically by name. (1955-1956)	3.0	Temporary. Destroy upon separation of employee.
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11	<p>OPM MEMORANDUM FILE</p> <p>Consists of administrative issuances (Office of Personnel Memorandum) and a register which is used to assign control numbers to the memorandums. These memorandums are prepared and issued by the Office of Personnel as directives and to supplement Agency regulatory issuances.</p> <p>a. Number Register. (1954-1956)</p> <p>b. Office of Personnel Memorandums. Filed numerically. (1951-1956)</p>	<p>.1</p> <p>2.5</p>	<p>Temporary. Destroy when 4 years old. Retire to Records Center when 2 years old.</p> <p>Permanent. Disposal not authorized. (Designate 1 copy of each issuance as a record copy. Cut off record copy file at end of each year; transfer to Records Center 1 year thereafter.)</p>
12	<p>NEWSLETTER PUBLICATION FILE</p> <p>Consists of material accumulated and used in the preparation and publication of the Personnel Newsletter. Material includes items to be published in forthcoming issues, distribution lists, suggestions for improvements of the letter, etc. (1955-1956)</p>	1.0	Temporary. Destroy when no longer needed for reference purposes
13	<p>LOG FILES</p> <p>Record of receipt and dispatch of cables, Personnel folders, dispatches, and other classified material including Top Secret. Maintained primarily for security purposes.</p> <p>a. Top Secret Log. Consists of the Office copies of Forms 38-14 and 312. Filed chronologically. (1954-1956)</p>	.2	Disposal not authorized. Retain in current files area indefinitely.
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13	LOG FILES (CONTD)		
	b. Cable Log. Consists of an unnumbered form used to record the receipt and dispatch of Rybat Cables. Filed chronologically. (1956)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	c. Personnel Folder Log. Consists of a loose-leaf binder containing a record of the receipt and dispatch of Personnel folders charged to the Office. Filed chronologically. (1956)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	d. OGC Opinion Log. Record of OGC Opinions disseminated throughout the Office of Personnel. Filed chronologically. (1955-1956)	.1	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
	e. Mail Log. Consists of a loose-leaf binder containing a record of all other classified material. Filed chronologically. (1955-1956)	.1	Temporary. Destroy when 2 years old.
14	REFERENCE PUBLICATIONS FILE		
	Consists of regulations, notices, OPM's OGC Opinions, handbooks, etc., maintained for reference purposes.	6.6	Temporary. Destroy when no longer needed for reference purposes.
15	LIBRARY MATERIAL		
	Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	5.0	Temporary. Return to Library when no longer needed for reference purposes.
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RECORDED CONFIDENTIAL 2005/11/21 : CIA-RDP78-00487A000100250001-5 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			SCHEDULE NO. CONCURRENCE
OFFICE, DIVISION, BRANCH Personnel, Office of the Director, Records Control Officer's Files			SIGNATURE TITLE DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
16	FORMS CONTROL FILE Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain the concurrences, authorizations, survey work sheets, and copies of the requests for revisions, requests for new forms, reproduction requisitions, and similar material. Arranged by type of form and numerically by number thereunder. (1950-1956)	4.0	Temporary. Destroy 7 years after related form is discontinued, superseded, or obsolete. (Place in inactive file when related form is discontinued, superseded, or obsolete; cut off inactive file every other year and transfer to Records Center.)
17	WORKING FILE Consists of a file accumulated in the performance of duties as Records Control Officer and Area Security Officer. This file contains information on security violations of OP employees, emergency planning, proposed forms, etc. Filed by subject. (1947-1956)	.8	Temporary. Destroy when superseded or obsolete.
18	PROGRAM FILES Consists of correspondence, lists, reports and similar material pertaining to various programs and projects being administered by the Records Control Officer. This file contains information on the Vital Materials Program, reporting systems within the Office, space requirements, installation of phones, etc. Arranged by subject. (1952-1956)	.6	Temporary. Destroy when no longer needed for reference purposes.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19	<p>VITAL MATERIALS DEPOSIT SLIP FILE</p> <p>Consists of the returned signed copies of Form 620, Vital Materials Transfer Slip, reflecting deposits made by the Office. File also contains a register of assigned deposit numbers.</p> <p>a. Form 620, Vital Materials Transfer Slip. Arranged organizationally and numerically thereunder. (1952-1956)</p> <p>b. Number Register. Arranged chronologically. (1956)</p>	<p>.4</p> <p>.1</p>	<p>Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Destroy when 1 year old.</p>
20	<p>VITAL MATERIALS INVENTORY FILE</p> <p>Consists of Form 676 which is a record of Vital Material deposit and withdrawal activity and an inventory of deposits made by the office.</p> <p>a. Quarterly Report. Filed chronologically. (1954-1956)</p> <p>b. Annual Report. (1955-1956)</p>	<p>.1</p> <p>.1</p>	<p>Temporary. Destroy each years accumulation upon verification of annual inventory</p> <p>Temporary. Destroy when superseded.</p>
21	<p>MACHINE LISTINGS</p> <p>Consists of machine listings which serve as a master index and reference to all forms currently in use in the agency. (Current)</p>	<p>.2</p>	<p>Temporary. Destroy when superseded or obsolete.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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22	<p>REPORTS REFERENCE FILE</p> <p>Consists of Form 855, Reports Reference, maintained as a control on the distribution, reporting procedures, reporting frequency, and purpose of all reports prepared in the Office of Personnel. Arranged organizationally and alphabetically by report title thereunder.</p> <p>(1956)</p>	.1	Temporary. Destroy 2 years after report is discontinued.
23	<p>REPRODUCTION NUMBER REGISTER</p> <p>Consists of a record of reproduction job numbers assigned to requisitions initiated in the Office of Personnel to have material reproduced by Agency reproduction facilities, Arranged chronologically.</p> <p>(1954-1956)</p>	.1	Temporary. Destroy when 2 years old.

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Office of the Director, Career Management Officer's Files

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
24	CAREER MANAGEMENT WORKING FILE Consists of correspondence, rosters of personnel, test material, public laws, orientation schedules, training brochures, and similar material. This file is used by the Career Management Officer in coordinating and planning assignments and training for personnel with SP career designations. No arrangement. (1951-1956)	3.6	Temporary. Screen annually and destroy superseded or obsolete material
25	PERSONNEL CAREER SERVICE BOARD FILE Consists of the Official minutes, agenda, reports, and supporting papers documenting the activities of the Personnel Career Service Board. These minutes have been approved by the Director of Personnel. Filed chronologically. (1953-1956)	.4	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
26	CAREER SERVICE RECORD CARD FILE Consists of Form 723, Career Service Board Record, (5"x8") and a 3"x5" cross-reference. This file contains information on employee career development and is used in the selection of employees for membership in the Career Staff and in planning assignments and training for the individual. a. Form 723, Career Service Board Record. Arranged organizationally and by position thereunder. (Current)	.9	<i>This file has been discontinued as of 15 January 1957.</i> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> Temporary. Destroy upon change of career service designation or when employee terminates.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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26	CAREER SERVICE RECORD CARD FILE (CONT'D) b. 3"x5" cross-reference. Filed alphabetically by name.	.1	Temporary. Destroy upon destruction of related copy of Form 723.
27	CAREER SERVICE QUARTERLY REPORT Consists of the original copies of reports containing information on the activities of the Personnel Career Service Board. These reports are prepared quarterly for the Director of Personnel. Filed chronologically. (1955-1956)	.1	Temporary. Destroy when 2 years old.
28	CAREER PLANS FILE Consists of case files prepared for employees with SP career service designations who wish to participate in the Career Service Training Program. These files contain 5-year training plans prepared by the employee, Form 277, Career-Staff Biographic Brief, and related material used by the Career Service Board in reviewing and selecting participants. Copies of pertinent papers are placed in the Official Personnel Folder of the individual. Filed alphabetically by name. (1955-1956)	.3	Temporary. Destroy upon completion of training.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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29	<p>TRAINING REQUEST FILE</p> <p>Consists of requests from employees who desire to participate in internal training or training at a non-CIA facility. Requests are reviewed by the Career Management Officer and original copies are forwarded to the Registrar's Office, Office of Training. Maintained for reference purposes. Filed chronologically. (1954-1956)</p>	.2	Temporary. Destroy when 1 year old.
30	<p>TRAINING RECORD FILE</p> <p>Consists of a loose-leaf binder containing a record of personnel with SP career service designations who have attended Agency training courses. Record contains name, type of training requested, date training began and ended, etc. Arranged organizationally. (1953-1956)</p>	.3	Temporary. Destroy when no longer needed for reference purposes.
31	<p>FIELD REASSIGNMENT FILE</p> <p>Consists of Form 202, Field Reassignment Questionnaire, maintained on employees who are scheduled for return from the field. Form contains information on present assignment, duties and responsibilities, employee preference for next assignment, etc., and is used for advance planning of the individuals next assignment. Filed chronologically. (1955-1956)</p>	.1	Temporary. Destroy upon reassignment.
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32	FITNESS REPORT EVALUATION FILE Consists of an unnumbered form used to record Fitness Report evaluations on SP personnel. This file provides a source of information on employee work performance and is used for reference when selecting personnel for assignments, training, etc. Arranged organizationally. (Current)	.1	Temporary. Destroy upon preparation of current record of evaluation
33	MACHINE LISTINGS Consists of copies of machine listings containing rosters of personnel and statistical information on personnel activities such as employee DOB, Career Staff membership, etc. Maintained for convenience of reference. (1955-1956)	.5	Temporary. Destroy when superseded or obsolete.
34	PERSONNEL FOLDER LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of personnel folders charged to the Career Management Officer. Arranged chronologically. (1956)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
35	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference by the Career Management Officer. Filed chronologically. (1953-1956)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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SECRET

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000100250001-5 40-56

OFFICE, DIVISION, BRANCH

Personnel, Deputy Director Of Personnel For Planning And Development

SCHEDULE NO.

SIGNATURE

TITLE

DISPOSITION INSTRUCTIONS

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

36

SUBJECT FILE

Consists of correspondence, reports, studies, charts, and similar material used in administering and conducting the personnel management activities throughout the Agency and in advising the Director of Personnel on these activities. This file also contains information on the development and formation of the Career Service. Arranged numerically by basic regulation number.
(1952-1956)

4.0

Permanent. (Screen selectively annually and destroy duplicate and non-record material. Cut off at end of each year; transfer to Records Center 1 year thereafter.)

37

ACTIVITY REPORTS FILE

Consists of bi-weekly reports received from the Staffs and summary reports prepared for the Director of Personnel. These reports contain information on mobilization requirements, Career Council activities, the JCD program, etc. Filed chronologically.
(1953-1956)

.2

Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

38

PROGRESS REPORTS FILE

Consists of retained copies of semi-annual and annual progress reports prepared by the Staffs and submitted to the Director of Personnel thru the DD/Pers/PD. Reports contain summaries of accomplishments and outline future plans. Filed chronologically.
(1954-1956)

.2

Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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39	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1952-1956)</p>	1.4	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
40	<p>COUNCIL, BOARD, COMMITTEE, AND PANEL FILES</p> <p>Consists of the Official minutes, agenda, transcripts, reports, and supporting papers documenting the activities of the various boards, committees, panels, etc. These boards, committees, panels, etc. were convened to examine and develop policies and procedures on the Agency's Personnel Management Program, and to select personnel for membership in the Career Staff.</p> <p>a. Career Council files. Arranged numerically by meeting number. (1953-1956)</p> <p>b. Career Service Board files (predecessor of the Career Council.) Arranged numerically by meeting number. (1952-1953)</p> <p>c. Career Service Committee files. Arranged numerically by meeting number. (1951-1952)</p> <p>d. Professional Selection Panel files. Arranged numerically by meeting number. (1951-1953)</p>	<p>4.0</p> <p>.3</p> <p>.4</p> <p>.9</p>	<p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 5 years thereafter.)</p> <p>Permanent. Disposal not authorized. Retire to Records Center when 5 years old.</p> <p>Permanent. Disposal not authorized. Retire to Records Center when 5 years old.</p> <p>Permanent. Disposal not authorized. Retire to Records Center when 5 years old.</p>
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41	<p>CAREER COUNCIL INDEX</p> <p>Consists of two sets of 3"x5" cards which serve as an index to council meetings and the decisions made or items discussed at the meetings. Arranged alphabetically by subject or numerically by council meeting as appropriate.</p> <p>(1956)</p>	.1	Temporary. Disposal not authorized; retain in current files indefinitely.
42	<p>POLICY MAKING STUDIES - PERSONNEL ADMINISTRATION</p> <p>Consists of material accumulated by various groups, committees, and task forces organized to study and make recommendations on the Agency's Personnel Management Program. These files contain committee or group proposals, minutes of meetings, findings, recommendations, final reports etc.</p> <p>(1950-1954)</p> <p>a. Career Council committee and working group files.</p> <p>b. Personnel Policy Studies. Not initiated by the Career Council.</p>	3.2	<p>Permanent. Disposal not authorized. Retire to Records Center.</p> <p>Permanent. Disposal not authorized. Retire to Records Center.</p>
43	<p>PERSONNEL FOLDER FILE</p> <p>Consists of case files maintained on personnel of the Staff elements and the immediate office of the DD/Pers/PD. These files contain copies of documents filed in the Official Personnel Folders and similar material used in administering the activities of Office and Staff personnel. Filed alphabetically by name.</p> <p>(Current)</p>	.3	Temporary. Destroy when no longer needed for reference or upon transfer or separation of employee.
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44	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of a Time and Attendance Report maintained on personnel of the Staff elements and the immediate office of the DD/Pers/PD as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically. (1955-1956)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
45	<p>TRAINING FILE</p> <p>Consists of a record of training courses attended by Staff and office personnel. Record contains name of employee, date and names of courses attended, etc., maintained for reference purposes. Arranged alphabetically by name. (1956)</p>	.1	Temporary. Destroy when no longer needed for reference purposes.
46	<p>TOP SECRET LOG</p> <p>Record of the receipt and dispatch of material classified Top Secret, maintained for security purposes. Consists of the Office copy of Form 38-14. Filed chronologically. (1955-1956)</p>	.1	Disposal not authorized. Retain in current files area indefinitely.
47	<p>MAIL LOG</p> <p>Record of the receipt and dispatch of material received by the Office, except Top Secret. Log also contains a suspense date for follow-up purposes. Filed chronologically. (1955-1956)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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48	<p>REFERENCE MATERIAL</p> <p>Consists of published material such as Agency Regulations and Notices, registers, pamphlets, handbooks, and publications from other sources maintained for reference purposes.</p>	18.4	Temporary. Destroy when no longer needed for reference purposes.
49	<p>LIBRARY MATERIAL</p> <p>Consists of library books, dictionaries, pamphlets, guides, manuals, etc., maintained for reference purposes.</p>	3.0	Temporary. Return to Library when no longer needed for reference purposes.
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SCHEDULE NO.

50-56

OFFICE, DIVISION, BRANCH

Personnel, Selection Staff

SIGNATURE

CONCURRENCE

25X

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

50

STAFF SUBJECT FILE

Consists of correspondence, reports, listings, transcripts, and other papers pertaining to the implementation of Agency regulations for acquiring and retaining membership in the Career Staff; the development of criteria for the selection of personnel into the Career Staff; and the providing of administrative support to the CIA Selection Board. No arrangement.
(1954-1956)

2.0

Temporary. Destroy when 3 years old.
(Cut off at end of each year; transfer to Records Center 1 year thereafter except policies and procedures which will be retained indefinitely.)

51

ACTIVITY REPORTS FILE

Consists of both bi-weekly and monthly reports prepared for the Deputy Director of Personnel For Planning And Development. These reports contain information on Examining Panel meetings, pending Career Staff applications, personnel folders briefed, and similar information related to the initial selection of personnel for membership in the Career Staff.

a. Bi-weekly Reports. Filed chronologically.
(1955-1956)

.1

Temporary. Destroy when 1 year old.
(Cut off at end of each year; destroy 1 year thereafter.)

b. Monthly Reports. Filed chronologically.
(1955-1956)

.2

Temporary. Destroy when 1 year old.
(Cut off at end of each year; destroy 1 year thereafter.)

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52	<p>PROGRESS REPORTS FILE</p> <p>Consists of semi-annual and annual reports containing summarized information taken from activity reports. These reports also contain information on new policies and procedures, anticipated work loads, program plans, and accomplishments. Filed chronologically. (1955-1956)</p>	.3	Temporary. Destroy when 1 year old.
53	<p>EXAMINING PANEL FILES</p> <p>Consists of case files maintained by the Staff for each Examining Panel meeting. Files contain Panel actions, recommendations, and other material prepared and collected by the Staff which is used by the Panel in the evaluation and initial selection of personnel for membership in the Career Staff. Filed numerically by Panel number. (1954-1956)</p>	9.3	Permanent. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 1 year thereafter except temporary material such as routing sheets and miscellaneous correspondence which will be destroyed prior to transfer.)
54	<p>EMPLOYEE CASE FILES</p> <p>Consists of case files on employees whose applications for membership in the Career Staff have been deferred or rejected and employees who have declined membership. These files contain information pertinent to the case which is used by the Examining Panel and the Selection Board in making a final disposition of the case. Filed alphabetically by name. (1954-1956)</p>		
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54	EMPLOYEE CASE FILES (CONTD)		
	a. B Type Cases (deferred)	6.2	Permanent. Disposal not authorized. 1. Upon acceptance forward membership application to Records and Services Division. (Place all other material in an inactive file; cut off inactive file at end of each year and retire to Records Center.) 2. Upon final rejection of deferred cases place folder in C Type Case File.
	b. C Type Cases (rejections.)	.2	Permanent. Disposal not authorized. Retain in current files area until employee terminates. (Upon separation of employee place in inactive file; cut off inactive file at end of each year and transfer to Records Center.)
	c. D Type Cases (declinations.)	.1	Permanent. Disposal not authorized. Forward letter of declination and Selection Board's approval to Records and Services Division. (Upon separation of employee place all other material in an inactive file; cut off at end of each year and transfer to Records Center.)
55	DEFERRED CASE SUSPENSE FILE		
	Consists of 5"x8" cards prepared on employees whose applications for Career Staff membership have been deferred. Cards provide a reference to the status of the case and information on reasons for deferment. (1954-1956)	.1	Temporary. Destroy upon final disposition of case.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
56	<p>EXAMINING PANEL FINDINGS FILE</p> <p>Consists of the record copies of the findings and recommendations of the Examining Panel. These records are created as the Panel's official reports of findings and recommendations on Career Staff membership applications reviewed. File also contains memorandums from the Selection Board on special cases. Filed chronologically.</p> <p>(1954-1956)</p>	.4	Permanent. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 2 years thereafter.)
57	<p>CIA SELECTION BOARD MEETING FILE</p> <p>Consists of the official minutes, reports, and other correspondence related to the meetings of the CIA Selection Board. File contains information on Board recommendations, criteria for membership in the Career Staff, and policies and working procedures for the Board. Arranged numerically by Board meeting number.</p> <p>(1955-1956)</p>	1.0	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
58	<p>CAREER SERVICE INDEX</p> <p>Consists of IBM cards prepared for personnel who are members of the Career Staff, personnel processing for membership, personnel denied membership, and those who have declined membership. Panel and Board actions are recorded on these cards which serve as a source of reference to present membership, and provide statistical data for the Staff. Arranged by status and alphabetically thereunder.</p> <p>(1954-1956)</p>	1.8	Temporary. Destroy 1 year after separation of employee. (Screen annually and place cards of all true separation's in inactive file. Cut off inactive file at end of each year; destroy 1 year thereafter.)
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
59	<p>APPLICATION TRANSMITTAL FILE</p> <p>Consists of memorandums which were used to transmit Career Staff membership applications to this Staff from the Career Services and the Selection Board. Arranged by career service designation and chronologically thereunder.</p>	1.3	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
60	<p>MEMBERSHIP APPLICATION REGISTER</p> <p>Consists of an unnumbered form, no title, used to record the receipt of membership applications and to note other information such as date Official Personnel Folder was briefed, date name was forwarded to Security, date case was presented to Panel and Board, etc. Arranged organizationally and chronologically thereunder. (1954-1956)</p>	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
61	<p>MEMBERSHIP APPLICATION LISTINGS</p> <p>Consists of listings containing the names of employees whose applications for Career Staff membership have been reviewed by the Examining Panel and serves as a reference to the Panel meeting at which they were reviewed. Filed numerically by list number. (1954-1956)</p>	2.0	Temporary. Destroy when 5 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
62	<p>EXAMINING PANEL MEMBERSHIP FILE</p> <p>Consists of 5"x8" cards which contain the names of members of the Examining Panel. Cards are used as a reference when selecting members to participate in Panel meetings. Filed alphabetically by name. (Current)</p>	.1	Temporary. Destroy when superseded or obsolete.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
63	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of personnel accepted by the Career Staff, personnel eligible for membership, personnel rejected, etc., maintained for reference purposes. Portions of the rosters of personnel accepted by the Career Staff are forwarded to the offices concerned. Filed chronologically. (1955-1956)</p>	3.6	Temporary. Destroy upon receipt of current listings.
64	<p>PERSONNEL FOLDER LOG</p> <p>Consists of a loose-leaf binder containing a record of the receipt and dispatch of personnel folders charged to the Staff. Arranged chronologically. (1955-1956)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
65	<p>COURIER RECEIPT FILE</p> <p>Consists of the Staff copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1955-1956)</p>	.1	Temporary. Destroy when 1 year old.
66	<p>REFERENCE MATERIAL</p> <p>Consists of published material such as Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5 40-56

OFFICE, DIVISION, BRANCH

Personnel, Development Staff

SECRET

SIGNATURE

*Deputy Director of Personnel
for Planning and Development 7 August 1956*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
67	STAFF SUBJECT FILE Consists of correspondence, reports, agenda of meetings, transcripts, and other papers pertaining to the administration of the Junior and Senior Career Development programs; monitoring of the Career Services and the career planning function of the Agency; and the providing of guidance to Career Boards, Panels, and Career Management Officers on the principles and techniques of career development. Arranged by subject. (1955-1956)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter except policies and procedures which will be retained indefinitely.)
68	ACTIVITY REPORTS FILE Consists of bi-weekly reports prepared for the Deputy Director of Personnel For Planning and Development. These reports contain information on personnel selected for the CD or JCD programs, counseling activities, Staff Studies, status of CD and JCD positions, etc. Filed chronologically. (1955-1956)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
69	CAREER SERVICES QUARTERLY REPORTS Consists of reports received from the Career Services and summary reports prepared by the Staff which are submitted to the Deputy Director of Personnel For Planning and Development. These reports contain information on the activities of the various Career Service Boards.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
69	CAREER SERVICES QUARTERLY REPORTS <u>CONTD</u> a. Career Service Board Reports. Arranged organizationally and chronologically thereunder. (1952-1956) b. Staff Summary reports. Filed chronologically. (1952-1956)	1.2 .6	Permanent. Disposal not authorized. (Cut off at end of each year; retire to Records Center 1 year thereafter.) Attach to related Career Service Board Reports and retire to the Records Center.
70	PROGRESS REPORTS FILE Consists of semi-annual reports containing summarized information taken from the activity reports. These reports also include information on the current status of the overall Career Development Program, and future plans. Filed chronologically. (1955-1956)	.1	Temporary. Destroy when 1 year old.
71	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955-1956)	.2	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
72	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p>CAREER DEVELOPMENT CASE FILES</p> <p>Consists of case files prepared on employees who have submitted applications for training and those who are training in the Career Development Program. Files contain copies of Form 37-202, Application For Career Development, personnel actions, requests for training, training schedules, reports of progress, and similar material used in administering individual career development plans. Filed alphabetically by name. (Current)</p> <p>a. Disapproved Cases.</p> <p>b. Accepted cases.</p>	2.0	<p>Temporary. Destroy when 2 years old. (File folder alphabetically by name in inactive file; screen annually and destroy those indicating a period of 2 years since last action on case.)</p> <p>Temporary. Destroy 1 year after completion of training. (Upon completion of training file folders alphabetically by name in an inactive file. Cut off inactive file at end of each year; forward papers of record to Records and Services Division and destroy all others.)</p>
73	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, maintained on CD's, JCD's and employees of this Staff. These cards are used as slot controls and as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of personnel. Arranged by vouchered or unvouchered funds, by status, and alphabetically thereunder. (Current)</p>	.1	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
73	EMPLOYEE RECORD CARD FILE <u>CONTD</u> a. Development Staff employee cards. b. CD and JCD personnel		Temporary. Destroy upon separation of employee, or forward to gaining component upon transfer of employee within the Agency. Temporary. Destroy upon termination of CD or JCD status.
74	HONOR AWARDS CASE FILES Consists of case files on employees who have received Honor Awards and those who have been recommended to receive such awards. Files contain the recommendation, notice of award presentation, acknowledgement of receipt of award, and miscellaneous correspondence pertaining to the meritorious achievement or service and the presentation of the award. Copies of Form 382, Report of Honor Awards Board, are placed in the Official Personnel Folders of individuals receiving Honor Awards. Filed numerically by assigned case number. (1953-1956)	1.0	Temporary. Destroy 5 years after death of individual.
75	HONOR AWARDS NUMBER REGISTER Consists of a register used to assign control numbers to recommendations for honor awards received by the Staff. Register contains name, date recommendation received, number assigned, and Board action. Arranged numerically. (1953-1956)	.1	Permanent. Disposal not authorized. Begin new register each year; transfer to Records Center when 5 years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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76	<p>HONOR AWARDS BOARD MEETING FILE</p> <p>Consists of the official minutes, reports, and other correspondence related to the meetings of the Honor Awards Board. File contains information on recommendations for awards considered and approved, proposed regulations, security implications in presenting awards, the procurement and design of medals, and similar information documenting the activities of the Board. Arranged numerically by Board meeting number.</p> <p>(1953-1956)</p>	2.0	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 3 years thereafter.)
77	<p>TASK FORCE REPORTS FILE</p> <p>Consists of various studies and surveys conducted by panels selected to study and make recommendations on the Agency's Career Service activities. Record copies of these reports are maintained by the Deputy Director of Personnel For Planning And Development. Arranged alphabetically by panel name.</p> <p>(1953-1954)</p>	.6	Temporary. Screen and destroy those reports duplicated in the office of the DD/Pers/PD; forward balance to file held by the DD/Pers/PD.
78	<p>MAIL LOG</p> <p>Consists of a log used to record the receipt and dispatch of mail received by the Staff. Incoming and outgoing logs are maintained separately. Arranged chronologically.</p> <p>(1955-1956)</p>	.3	Temporary. Destroy when 1 year old.
79	<p>REFERENCE MATERIAL</p> <p>Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.</p>	2.6	Temporary. Destroy when no longer needed for reference purposes.
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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO. 40-56

OFFICE, DIVISION, BRANCH

Personnel, Mobilization Staff

SIGNATURE

DATE

7 August 1956

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
80	<p>STAFF SUBJECT FILE</p> <p>Consists of correspondence with the Office of Defense Mobilization, the Secretary of Defense, the Director of Central Intelligence, and related reports and studies pertaining to the present, future, and emergency manpower requirements of the Agency. File is used in developing plans and recommendations concerning Agency policies and procedures on these requirements and in conducting liaison with ODM and the Department of Defense in support of the Agency's long-range mission. Arranged by subject.</p> <p>(1954-1956)</p>	1.0	Permanent. Disposal not authorized. (Cut off file every other year; transfer to Records Center 1 year thereafter.)
81	<p>STAFF WORKING FILE</p> <p>Consists of correspondence, special reports, tabulations, organization code manuals, and similar material used in administering the daily activities of the Staff. No arrangement.</p> <p>(1954-1956)</p>	1.6	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
82	<p>ACTIVITIES REPORTS FILE</p> <p>Consists of activity reports prepared bi-weekly for the Deputy Director of Personnel For Planning And Development. These reports contain information on comments completed on plans, orientation lectures given, military requirements for T/O's, personnel statistics released to the Secretary of Defense, etc. Filed chronologically. (1954-1956)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
83	<p>PROGRESS REPORTS FILE</p> <p>Consists of semi-annual and annual reports containing summarized information taken from the activity reports and a statement of program accomplishments. Filed chronologically. (1954-1956)</p>	.1	Temporary. Destroy when 1 year old.
84	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954-1956)</p>	.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
85	<p>WAR PLANS FILE</p> <p>Consists of estimates on country and area war plans. Basic plans are received by the Staff and used as a basis for preparing estimates on personnel requirements for those plans. File contains summaries of the mobilization plans including the mission, cover, and types of personnel required, operations plans, Emergency Series T/O's, and similar types of material which become annexes to the Master Plan held by the DD/P.</p> <p>(1954-1956)</p>	1.2	Permanent. Disposal not authorized. Retain in current files area indefinitely.
86	<p>CLANDESTINE SERVICES OPERATIONS PLANNING FILE</p> <p>Consists of preliminary estimates, comments, operational programs, cover requirements, personnel requirements, etc., used by the Staff in preparing estimates of personnel requirements, in support of clandestine planning. Arranged by subject.</p> <p>(1954-1956)</p>	.5	Permanent. Disposal not authorized. Retain in current files area indefinitely.
87	<p>MOBILIZATION PERSONNEL REQUIREMENTS FILE</p> <p>Consists of personnel requirements initiated by operating offices, Base Status Reports, preliminary organization charts, memorandums, and related material used in estimating the Agency's mobilization personnel requirements. These requirements are compiled and submitted to the Department of Defense on a fiscal year basis. Arranged organizationally.</p> <p>(1954-1956)</p>	.6	Permanent. Disposal not authorized. (Cut off file every other year; transfer to Records Center 1 year thereafter.)
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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88	RESERVE PREFERENCE OF DUTY FILE SECRET Consists of statements of preference for duty assignments (in case of a National Emergency) prepared by reserve personnel of the Agency. These statements indicate the desire of reservists to either remain with the Agency or be assigned to active military duty and are used for planning purposes in establishing requirements which may be placed on the Department of Defense. Arranged organizationally and by reserve category thereunder. (Current)	1.0	Temporary. Destroy when superseded or obsolete.
89	RESERVE STATUS CARD FILE Consists of 3"x5" cards containing information on the status of reserve personnel in the Agency used for reference purposes. This information is now obtained from machine listings. Filed alphabetically by name. (1953-1955)	.5	Temporary. Discontinue future maintenance of this file. Destroy present accumulation immediately.
90	PROJECT CONTROL LOG Consists of a loose-leaf binder used to assign control numbers to projects conducted by, or being commented on by the Staff. File contains an index to the project and a chronology of actions taken by the Staff on each project. Arranged numerically by project number. (1955-1956)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year after completion of last project on log.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
91	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of civilian and reserve personnel and statistical information on reserve categories, membership in training units, authorized Agency positions, etc., maintained for reference purposes. (1954-1956)</p>	3.0	Temporary. Destroy selectively upon receipt of new listings.
92	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of an unnumbered form maintained on Staff personnel as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically. (1955-1956)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
93	<p>TOP SECRET LOG</p> <p>Record of the receipt and dispatch of material classified Top Secret, maintained for security purposes. Consists of the office copy of Form 38-14. Filed chronologically. (1955-1956)</p>	.1	Disposal not authorized. Retain in current files area indefinitely.
94	<p>MAIL LOG</p> <p>Record of the receipt and dispatch of mail received by the Staff except Top Secret. Separate logs are maintained for incoming and outgoing material. Arranged chronologically. (1955-1956)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
95	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p>SECRET</p> <p>REFERENCE MATERIAL</p> <p>Consists of published material such as regulations, notices, handbooks, Army Bulletins, Congressional Records, etc., maintained for reference purposes.</p>	2.2	<p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>SECRET</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p>

RECORDS CONTROL SCHEDULE 5
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO. 40-56

OFFICE, DIVISION, BRANCH

Personnel, Plans Staff

SIGNATURE

Walter R. Anderson 7 August 1956

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
96	<p>STAFF SUBJECT FILE</p> <p>Consists of material pertaining to the formulation, development, and coordination of policies, regulations, and standards to govern a program of Agency-wide personnel management. This file reflects personnel management practices as prescribed by congressional legislation, the Civil Service Commission, and CIA Regulation. Arranged numerically by assigned numerical code.</p> <p>(1948-1956)</p>	12.5	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter except material of current reference value which will be placed in current file.)
97	<p>STAFF WORKING FILES</p> <p>Consists of files maintained by individual Personnel Research Officers and the Chief, Plans Staff. These files contain training memorandums, regulations, copies of the Career Council agenda, orientation schedules, and other papers collected and maintained for background information and reference purposes. Filing arrangement varies with each file.</p> <p>(1950-1956)</p>	3.0	Temporary. Destroy when no longer needed for reference purposes.
98	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports prepared for the Deputy Director of Personnel For Planning and Development. Reports contain information on the activities of the Staff including comments prepared on Congressional Legislation, revision of regulations, new regulations developed, coordinations completed, etc. Filed chronologically.</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
99	<p>PROGRESS REPORTS FILE</p> <p>Consists of semi-annual and annual reports summarizing accomplishments and developments in the Staff. Reports also contain information on items of particular interest during the reporting period. Filed chronologically. (1954-1956)</p>	.4	Temporary. Destroy when 1 year old.
100	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1951-1956)</p>	3.7	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
101	<p>LEGISLATION FILE</p> <p>Consists of case files prepared on proposed or pending legislation and legislation passed by the Congress. Files contain correspondence with the Legislative Counsel, Congressional Records, notices of pending legislation, House and Senate Bills, etc. This material is used in the development of regulatory issuances to comply with legislation and in making evaluations, recommendations, and proposals to the Director of Personnel and the Legislative Counsel on legislation affecting Agency personnel policies. Filed alphabetically by subject. (1953-1956)</p> <p>a. Newspaper clippings and Congressional Records.</p>	3.0	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
101	LEGISLATION FILE <u>CONTD</u> b. All other material.		Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter except material of current reference value which will be placed in current file.)
102	PROPOSED LEGISLATION LOG Consists of a loose-leaf binder containing a record of Staff comments submitted to the Legislative Counsel on proposed legislation. Arranged alphabetically by subject and chronologically, thereunder. (1955-1956)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
103	REGULATORY ISSUANCE CASE FILES Consists of case files maintained on regulatory issuances initiated and developed by the Staff and those received by the Staff for review and coordination.		
	a. Staff developed issuances (20 series and OPM's) Files contain the background information on the development of the issuances such as Executive Orders, related legislation, draft copies of proposed issuances, coordinations, concurrences, authentications, etc. Filed numerically by issuance number. (1953-1956)	8.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
	b. Regulatory issuance review file. Files contain copies of the proposed issuances and copies of the Staff's comments, proposals, concurrences, and objections. Arranged numerically by issuance number. (1953-1956)	5.0	Temporary. Destroy when 2 years old. (Place in inactive file upon completion of final action by the Staff; cut off at end of each year and destroy 2 years thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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104	<p>REGULATORY ISSUANCE SUSPENSE FILE</p> <p>Consists of 3"x5" cards prepared for issuances which require follow-up actions at a future date. Cards contain number, publishing date, title of issuance, etc. Filed chronologically by follow-up date. (1956)</p>	.1	Temporary. Destroy upon completion of follow-up actions.
105	<p>REGULATORY ISSUANCE STATUS CARD FILE</p> <p>Consists of 5"x8" cards used to record collaboration and coordination activities on regulatory issuances being developed by the Staff. These cards reflect the current status of these issuances. Filed numerically by issuance number. (1956)</p>	.1	Temporary. Destroy upon publication or cancellation of issuance.
106	<p>OPM FILE</p> <p>Consists of administrative issuances (Office of Personnel Memorandum) prepared and issued by the Staff to supplement Agency regulatory issuances. Record copies are maintained in the Office of the Director of Personnel. Filed numerically by memorandum number. (1952-1956)</p>	2.0	Temporary. Destroy when superseded or obsolete.
107	<p>STAFF SURVEY FILE</p> <p>Consists of various staff studies and surveys conducted by members of the Staff to determine the effectiveness and to make recommendations on the Agency's personnel management practices. Studies and surveys were conducted on a one-time basis. No arrangement. (1953-1955)</p>	.8	Temporary. Destroy when superseded or obsolete.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
108	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF⁴b, Employee Record Card, maintained on each Staff employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Staff personnel. Filed alphabetically by name.</p> <p>(Current)</p>	.1	Temporary. Destroy upon separation of employee, or forward to gaining component upon transfer of employee within the Agency.
109	<p>MAIL LOG</p> <p>Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail, legislative material, regulations, notices, etc., received by the Staff. Arranged chronologically.</p> <p>(1954-1956)</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
110	<p>REFERENCE CATALOGUE</p> <p>Consists of 3"x5" cards maintained as a reference to and locator for reference publications held by the Staff. Cards contain publisher or source of publication, title, and physical location. Arranged alphabetically by source or subject.</p> <p>(Current)</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
111	<p>COMPTROLLER GENERAL DECISIONS INDEX</p> <p>Consists of 3"x5" cards containing the title or subject, date, number, volume, and page of decisions made by the Comptroller General. Used for reference purposes and as an index to the bound volumes. Filed alphabetically by decision title.</p> <p>(Current)</p>	.8	Temporary. Destroy when no longer needed for reference purposes.
112	<p>REFERENCE MATERIAL</p> <p>Consists of published material such as Federal Registers, Army Regulations, Press Releases, CIA Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	50.0	Temporary. Destroy when no longer needed for reference purposes.
113	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	22.0	Temporary. Return to Library when no longer needed for reference purposes.

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SCHEDULE NO.

40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGN

25

Personnel, Personnel Procurement Division, Office of The Chief



TITLE

Chief, Per. Pr. Div. / O.P. 6/7/56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
114	DIVISION OPERATIONAL FILE Consists of correspondence, reports, and other papers pertaining to the operation and administration of a program of procuring new personnel through a system of nationwide recruitment, including testing and evaluation. Filed alphabetically by subject. (1949-1955)	8.6	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
115	DIVISION ADMINISTRATIVE FILE Consists of correspondence, reports, and other papers pertaining to the internal operation and administration of the Division. Filed alphabetically by subject. (1953-1955)	2.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
116	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1950-1955)	2.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
117	ADMINISTRATIVE ISSUANCES FILE  Consists of copies of all Division administrative issuances. Includes PPD Recruitment Notices, Newsletters, and Memorandums. Filed by type of issuance and numerically or chronologically thereunder.		
	a. Official Record Copy	.3	Temporary. Destroy when superseded or obsolete.
	b. Extra copies	1.3	Temporary. Destroy when no longer needed for distribution purposes.
118	DIVISION PERSONNEL FILE Consists of copies of personnel documents which reflect the recruitment, assignment, transfer, promotion, and separation of Division employees; also includes travel orders, statements of accounts, fitness reports, and other information used in administering the activities of Division Personnel. Filed alphabetically by surname. (Current)	2.0	Temporary. Destroy 1 year after transfer or separation. (Place in inactive file upon transfer or separation; cut off inactive file at end of year and destroy 1 year thereafter.)
119	STATISTICAL MACHINE LISTINGS Consists of machine tabulations containing statistical information on recruitment activity. Includes weekly and monthly listings of security initiations, monthly security processing cancellations, and monthly statistics on personnel entering on duty. This information is posted to Form 548, Recruitment Activity Cost Analysis Record, and is used in completing Form 212, Recruitment Activity Statistical Report. (1951-1955)	3.2	Temporary. Destroy upon preparation of annual Recruitment Activity Statistical Report (Form 212).
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
120	<p>COST ANALYSIS FILE</p> <p>Consists of Form 548, Recruitment Activity Cost Analysis Record, containing information on the cost of recruitment activity. The information is used as the basis for the preparation of Form 212, Recruitment Activity Statistical Report, and other periodic reports. One of these 5"x8" cards is maintained on each Division employee for each fiscal year. There are also summarized cards for the Branches and Division. Filed organizationally and alphabetically thereunder. (1954-1955)</p>	.3	Temporary. Destroy upon preparation of related annual reports.
121	<p>RECRUITMENT ACTIVITY REPORTS FILE</p> <p>Consists of Form 212, Recruitment Activity Statistical Report, which is prepared monthly, semi-annually, and annually and provides a statistical account of the Division's recruitment activity. The originals of these reports are submitted to the Director of Personnel. Filed by type of report and chronologically thereunder. (1952-1955)</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
122	<p>PERSONNEL REQUISITION FILE</p> <p>Consists of copies of Form 37-92, Personnel Requisition Inventory Card, prepared upon receipt of SF52. These 3"x5" cards represent requirements initiated by the various Offices and are used in furnishing copies of recruiters to serve as guides for recruiting. (1952-1955)</p>	1.2	Temporary. Destroy when request is filled or cancelled.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
123	LEAD/SOURCE INDEX	1.1	Temporary. Destroy when superseded or obsolete.
	Consists of Form 37-146, Manpower Source Data Card (5"x8"), containing information on individuals, colleges, companies, employment offices, and other personnel procurement leads and sources. The file serves as a source of information on contacts who may furnish leads to qualified applicants.		
	a. Master Index, filed alphabetically by name of lead or source.	1.7	Temporary. Destroy when superseded or obsolete.
	b. Duplicate cards, filed alphabetically by State		
124	LEAD/SOURCE LOCATOR INDEX	.3	Temporary. Destroy when superseded or obsolete.
	Consists of Form 650, Locator Card-Lead/Source Index (5"x8"), on each field of specialization. The cards list the names of leads and sources by specialization and provide a cross reference to the Lead/Source Index. Filed numerically by specialization code. (Current)		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
125	FULBRIGHT STUDENTS FILE Consists of case files on selected "Fulbright" students. The folders include application for U.S. Government grant, terms of award of U.S. educational exchange grant, letters regarding possible Agency employment, and report of interview. These students are in process of being interviewed for possible selection for the J.O.T. program. Filed alphabetically by surname. (1953-1954)	2.0	Temporary. Transfer to R&SD if student is active candidate for employment; destroy all others.
126	UNIVERSITY CONSULTANTS FILE Consists of case files on consultants affiliated with colleges and universities. Contains justification for consultant, personal service contract, request for personnel action, travel voucher, travel expense record, and related correspondence. This information is utilized in the administration of consultants who serve as referral agents or "spotters" in the search for promising students for possible Agency employment. Filed alphabetically by surname. (Current)	1.3	Temporary. Destroy 1 year after termination of services. (Place in inactive file upon termination of services; destroy 1 year thereafter.)
127	UNIVERSITY CONSULTANTS SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the utilization of university consultants. This file is related to the above item and contains subject matter too broad to be filed by individual consultant. Filed by subject.	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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128	<p>INDICES CHECK FILE</p> <p>Consists of Form 491, Request for Indices Check, requesting security clearance to contact an individual for possible Agency employment or to use an individual as a lead/source. Filed by status of the request (pending or completed) and thereunder alphabetically by surname. (1955)</p>	.1	Temporary. Destroy 1 year after receipt of completed request. (Cut off "completed" file at end of each year; destroy 1 year thereafter.)
129	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	12.6	Temporary. Return to Library when no longer needed for reference purposes.
130	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.</p>	1.7	Temporary. Destroy when no longer needed for reference purposes.
<p style="text-align: center;">SECRET</p>			
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RECORDS CENTER RELEASE 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO.

40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Personnel Procurement Division, Specialized Recruitment Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
131	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the operation of a recruitment activity in the specialized, professional, technical, and covert fields. (1951-1955)	3.6	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
132	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1951-1955)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
133	ADMINISTRATIVE ISSUANCES FILE Consists of copies of CIA Regulations and Notices, PPD Newsletters, SRB Memorandums. Filed chronologically or numerically as appropriate.	2.5	Temporary. Destroy when superseded or obsolete.
134	PERSONNEL REQUISITION FILE Consists of copies of Form 37-92, Personnel Requisition Inventory Card. These 3"x5" cards represent recruitment requests initiated by the various Offices and serve as a guide for recruiting. (Current)	.1	Temporary. Destroy when cancelled or superseded.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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135	<p>PERSONNEL REQUIREMENT FILE</p> <p>Consists of correspondence and lists pertaining to the personnel requirements of the various Offices and serves as a general guide to the type of personnel required. Also contains personnel requisitions not formalized on Form 37-92. (1951-1955)</p>	1.9	Temporary. Destroy when superseded or obsolete.
136	<p>FIELD REFERRAL FILE</p> <p>Consists of copies of Form 451, Field Referral Record. These records are initiated at the request of various Offices and serve as a request for interview of applicants. Original of Form 451 is sent to a recruiter who will conduct the interview, and, is returned to SRB accompanied by Form 37-117, Report of Interview, for processing and forwarding to Records & Services Division. Filed alphabetically by State and thereunder by individual. (1955)</p>	.6	Temporary. Destroy upon receipt of original from field.
137	<p>RECRUITMENT SOURCE FILE</p> <p>Consists of correspondence, reports, listings, and other papers containing information on personnel available from various sources. The file provides a source of information on possible applicants. Filed alphabetically by source. (1952-1955)</p>	.8	Temporary. Destroy when no longer needed for reference purposes.
<p style="text-align: center;">SECRET</p>			
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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138	<p>FORD FELLOWS FILE</p> <p>Consists of case files on selected students who are recipients of Ford Foundation Grants. Files contain letters regarding possible Agency employment, Reports of Interview, and in some instances Form 37-147, Field Reject Card. These students are in process of being interviewed for possible selection for the J.O.T. program. Filed alphabetically by surname. (1952-1954)</p>	.3	Temporary. Transfer to R&SD if student is active candidate for employment; destroy all others.
139	<p>UNIVERSITY LEAD/SOURCE FILE</p> <p>Consists of case files on colleges and universities. Contains correspondence, reports of interview, reports of contact on leads or sources, and other papers pertaining to the utilization of specific college leads and sources. Filed alphabetically by name of college. (1951-1955)</p>	8.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
140	<p>REPORT OF INTERVIEW FILE</p> <p>Consists of extra copies of Form 37-117, Report of Interview, prepared by the recruiter on each contact interviewed. Provides a record of all interviews conducted by each recruiter. Filed alphabetically by recruiters name and thereunder by name of contact. (1952-1955)</p>	5.3	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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141	<p>LANGUAGE TEST FILE</p> <p>Consists of copies of foreign language reading tests used by recruiters for testing field contacts. Included both the foreign and English texts. Filed alphabetically by language.</p>	6.0	Temporary. Destroy when superseded or obsolete.
142	<p>APPLICANT SUSPENSE FILE</p> <p>Consists of case files on possible employees. Includes SF52, Request for Personnel Action; Form 377, Request for Security Clearance; Form 193, Personal History Statement, and related papers. Serves as a suspense file until determination is made as to whether or not individual is an active candidate for employment. Filed alphabetically by surname.</p> <p>(1951-1955)</p>	2.0	Temporary. Transfer to R&SD if individual is active candidate for employment; destroy all others.
143	<p>RECRUITERS' ACTIVITY FILE</p> <p>Consists of case files on SRB recruiters. Includes correspondence to and from the recruiter, notes on telephone conversations, assignments, activity reports, and other papers pertaining to the recruiters activities. Filed alphabetically by surname of recruiter.</p> <p>(1951-1955)</p>	2.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
<p style="text-align: center;">SECRET</p>			
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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144	<p>RECRUITERS' TRAVEL FILE</p> <p>Consists of case files on recruiters travel. Includes travel orders, travel vouchers, mileage work sheets, statement of accounts, requests for advance of funds, and related papers. Filed alphabetically by surname of recruiter. (1951-1954)</p>	3.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
145	<p>RECRUITERS' WORKING FILES</p> <p>Consists of copies of correspondence, interviews, tests, college brochures, regulations, newsletters, and other papers collected and maintained by individual recruiters. Files maintained for background information and reference purposes. Filing arrangement varies with each file. (1952-1955)</p>	3.2	Temporary. Destroy when no longer needed for reference purposes.
146	<p>TRAINING FILE</p> <p>Consists of correspondence, handbooks, regulations, notices, and other material maintained to assist in the training of new employees of the Branch.</p>	2.2	Temporary. Destroy when superseded or obsolete.

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RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO. 40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Procurement Division, Clerical Recruitment Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
147	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers pertaining to the operation of a recruitment activity for Agency clerical positions. Filed alphabetically by subject. (1951-1955)</p>	3.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
148	<p>REFERRAL CARD FILE</p> <p>Consists of 3"x5" cards containing information on individuals who were referred to the Branch for possible Agency employment as clerks and typists. The names of these individuals were referred by Agency employees at the request of the Office of Personnel. Filed alphabetically by surname. (1955)</p>	.2	Temporary. Destroy 1 year after completion of Branch processing. (Place in inactive file upon completion of Branch processing; destroy 1 year thereafter.)
149	<p>FUTURE PROSPECT FILE</p> <p>Consists of Form 87 (3"x5" card, no title) containing information on individuals who were interviewed for positions but were rejected because there were no openings at that time. Serves as a source of information on possible applicants for specific types of positions. Filed by position title and thereunder by surname. (1955)</p>	.1	Temporary. Destroy upon final rejection or declination.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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150	<p>APPLICANT SUSPENSE FILE</p> <p>Consists of case files on possible employees. Includes SF 52, Request for Personnel Action; Form 377, Request for Security Clearance; Form 193, Personal History Statement, and related papers. Serves as a suspense file until determination is made as to whether or not individual is an active candidate for employment. Filed alphabetically by name of recruiter and thereunder by surname of applicant. (1954-1955)</p>	.6	Temporary. Transfer to R&SD if individual is active candidate for employment; destroy all others.
151	<p>LEAD/SOURCE FILES</p> <p>Consists of 5"x8" cards and letter size forms containing information on colleges, universities, and other personnel procurement leads and sources. The files serve as a source of information on contacts who may furnish leads to qualified applicants.</p> <p>a. Form 37-146, Manpower Source Data Card (5"x8"), and similar forms on lead/sources in areas covered by full time recruiters. Filed alphabetically by State and thereunder by city and college. (Current)</p> <p>b. Letter-size form (no title) on lead/sources in areas not covered by full-time recruiters. Filed alphabetically by State. (Current)</p>	.4 .2	<p>Temporary. Destroy when superseded or obsolete.</p> <p>Temporary. Destroy when superseded or obsolete.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
152	<p>REPORT OF INTERVIEW FILE</p> <p>Consists of extra copies of Form 37-117, Report of Interview, prepared by the recruiter on each contact interviewed. Provides a record of all interviews conducted by each recruiter. Filed alphabetically by recruiter's name and thereunder by name of contact. (1954-1955)</p>	2.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
153	<p>ACTIVITY REPORTS FILE</p> <p>Consists of activity reports prepared by the recruiters at irregular intervals and submitted to the Branch Chief. Filed by recruiting area and thereunder by State. (1951-1955)</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
154	<p>RECRUITERS' TRAVEL FILE</p> <p>Consists of case files on recruiters' travel. Includes travel orders, travel vouchers, mileage work sheets, statements of accounts, requests for advance of funds, and related papers. Filed alphabetically by name of recruiter. (1953-1955)</p>	.9	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
155	<p>RECRUITERS' INFORMATION FILE</p> <p>Consists of instructions and guides regarding conditions of employment, reasons for cancellation of processing, overseas opportunities, advertising, testing, and other recruitment activities. Serves as a guide to recruiters. (Current)</p>	.6	Temporary. Destroy when superseded or obsolete.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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156	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc, maintained for reference purposes.</p>	2.3	Temporary. Return to Library when no longer needed for reference purposes.
157	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material, primarily college and university brochures, maintained for reference purposes.</p>	30.0	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO.

40-56

OFFICE, DIVISION, BRANCH

CONCURRENCE

SIGNATURE

Personnel, Personnel Procurement Division, Departmental Recruitment Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
158	<p>REPORT OF INTERVIEW FILE</p> <p>Consists of Form 182, Report of Interview, Form 182a, VITA, and related papers which provide a record of all applicants interviewed and the disposition of each case made by the Branch. The file contains copies of Form 182 on applicants who are acceptable, and Form 182a on those rejected. Filed alphabetically by surname. (1953-1955)</p>	11.0	Temporary. Destroy when 2 years old.
159	<p>PERSONNEL REQUISITION FILE</p> <p>Consists of copies of Form 37-92, Personnel Requisition Inventory Card. These 3"x5" cards represent recruitment requests initiated by the various Offices and serve as a guide for recruiting. Consists of three sets filed by serial number, unit code, and specialization code. (Current)</p>	.3	Temporary. Destroy when cancelled or superseded.
160	<p>WEEKLY ACTIVITY REPORTS FILE</p> <p>Consists of an unnumbered form prepared weekly by each interviewer containing an account of his activity. The report includes statistics on the number of interviews held, applicants recommended, applicants rejected, and reasons for rejection. Filed chronologically. (1951-1955)</p>	.8	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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161	<p>MONTHLY ACTIVITY REPORTS FILE</p> <p>Consists of Form 212, Recruitment Activity Statistical Report, prepared monthly. This report contains summarized information from the weekly reports in addition to statistics on security initiations, EOD's, and cancellations of processing. Filed chronologically. (1954-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
162	<p>APPLICANT FOLDER LOG</p> <p>Record of the receipt, and dispatch of all applicant folders charged to the Branch. Contains name of applicant, name of requestor, disposition, and date. Filed alphabetically by name of applicant. (1953-1955)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
163	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of a record of overtime worked and leave taken by employees of the Branch. Filed alphabetically by surname. (1953-1955)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
164	<p>SECURITY INITIATIONS FILE</p> <p>Consists of machine listings of all security processing initiations. Used as a check on security initiations requested and as a source of information for the monthly activity report. Filed chronologically. (1953-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
<p style="text-align: center;">SECRET</p>			
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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165	<p>RECRUITERS' WORKING FILES</p> <p>Consists of copies of correspondence, regulations, notices, statistical reports, test material, and other papers collected and maintained by individual recruiters. Files maintained for background information and reference purposes. Filing arrangement varies with each file.</p>	6.0	Temporary. Destroy when no longer needed for reference purposes.
166	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	2.3	Temporary. Return to library when no longer needed for reference purposes.
167	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, PPD Memorandums and Newsletters, and brochures.</p>	2.0	Temporary. Destroy when no longer needed for reference purposes.
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RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO. 40-56

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Office of the Chief

SIGN

TITLE

AC/PAD

8/10/56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
168	DIVISION SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the screening of applicants for employment; assignment and development of personnel; counseling of employees; and the authentication of official personnel actions. File alphabetically by subject. (1952-1955)	4.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
169	ACTIVITY REPORTS FILE Consists of narrative and statistical reports prepared bi-weekly for the Director of Personnel. These reports cover the activities of the Branch. Such as the number of applicant interviews, EOD interviews, resignations, support given to career boards, etc. Filed chronologically. (1953-1955)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
170	SEMI-ANNUAL PROGRESS REPORTS FILE Consists of semi-annual reports prepared for the Director of Personnel. These reports contain summarized information taken from the bi-weekly reports and outline progress, program plans, and objectives. Filed chronologically. (1955)	.1	Temporary. Destroy when 2 years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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171	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1953-1955)</p>	.3	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
172	<p>MARRIAGE TO ALIEN FILE</p> <p>Consists of correspondence and related papers pertaining to Agency employees contemplating marriage to aliens. File contains information used by the Division in evaluating each case and recommending its disposition to the DCI. Filed alphabetically by name of employee. (1955)</p>	.1	<p>Temporary. Destroy 1 year after final disposition of case.</p>
173	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, maintained on each Division employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division personnel. Filed alphabetically by name. (Current)</p>	.1	<p>Temporary. Destroy upon separation of employee, or forward to gaining component upon transfer of employee within the Agency.</p>
174	<p>MACHINE LISTINGS</p> <p>Consists of copies of machine listings containing rosters of personnel and statistical information on personnel activities such as security initiations, employee EOD's, etc. Maintained for convenience of reference. (Current)</p>	.4	<p>Temporary. Destroy when superseded or obsolete.</p>
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FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

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SECRET

175

EMPLOYEE RELATIONS WORKING FILE

Consists of correspondence, instructions and guides, sample letters, and related material used in handling employee problems such as employee indebtedness, job inefficiency, security, improper conduct, etc. File maintained for background information and reference purposes.

(1951-1955)

1.0

Temporary. Destroy when superseded or obsolete.

176

EMPLOYEE RELATIONS CASE FILES

Consists of case files on the more serious problem cases containing extra copies of correspondence, reports, and other papers pertaining to the handling of each case. Copies of pertinent actions or memoranda are placed in the individual's Official Personnel Folder. Filed alphabetically by name.

(1952-1955)

1.5

Forward to Records and Services Division to be Placed in Official Personnel Folder upon final disposition of case; destroy duplicate material immediately.

177

EMPLOYEE RELATIONS MONTHLY REPORT FILE

Consists of copies of activity reports prepared monthly for the Inspector General. The reports are summaries of cases presented to the Disposition Board and include the Board's recommendations and statistics on less serious cases such as employee indebtedness, abuse of privileges, etc. Filed chronologically.

(1954-1955)

.1

Temporary. Destroy when no longer needed for reference purposes.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
178	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.</p>	2.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO. 40-56

SECRET

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Personnel Assignment Division, Qualifications Analysis Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
179	<p>QUALIFICATIONS REGISTERS</p> <p>Consists of machine listings of applicants, employees, and consultants whose qualifications have been coded for future reference. The listings are used in furnishing re-requesting offices names of individuals qualified for a given type of position.</p> <p>a. Applicant Listings. Consists of information on applicants considered to have special qualifications. Arranged by work experience, area knowledge or specialty, college major, language skills, and position for which best qualified. In addition, a master listing by Serial number is maintained as a cross-reference. (Current)</p> <p>b. Employee Listings. Consists of information on Agency employees coded and arranged by area specialty, language skills, college major, current position, and Agency work experience. In addition, a master listing by serial number is maintained as a cross reference. (Current)</p>	<p>4.0</p> <p>6.0</p>	<p>Temporary. Destroy upon receipt of revised listing.</p> <p>Temporary. Destroy upon receipt of revised listing.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
179	<p><u>QUALIFICATIONS REGISTERS CONTD</u></p> <p>c. Consultant Listings. Consists of information on consultants whose qualifications have been coded for future reference. Arranged by specialization and alphabetically by name thereunder. (Current)</p>	.1	Temporary. Destroy upon receipt of revised listing.
180	<p><u>DATE OF LAST CONTACT REGISTER</u></p> <p>Consists of machine listings of applicants whose qualifications have been coded. Contains the date on which the applicant was last contacted and is used in requesting the applicant's file for review and possible deletion of the applicant from the various registers. Register is arranged chronologically by date of last contact and alphabetically by name thereunder. (Current)</p>	.1	Temporary. Destroy upon receipt of revised listing.
181	<p><u>APPLICANT DELETION FILE</u></p> <p>Consists of retained copies of lists forwarded to the Machine Records Division. The lists contain the names of applicants to be deleted from the applicant registers. Filed chronologically. (1955)</p>	.1	Temporary. Destroy upon receipt of revised registers.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
182	<p>QUALIFICATION REGISTER ANALYSIS FILE</p> <p>Consists of Form 537, Request for Qualifications Register Analysis. This form is received from Offices requesting the Branch to review the registers for individuals with certain qualifications. After filling the request a copy of the form, with the names of qualified candidates, is placed in this file and used for reporting purposes and answering similar requests. Filed organizationally and chronologically thereunder. (1952-1955)</p>	.5	Temporary. Destroy when 6 months old.
183	<p>QUALIFICATION ANALYSIS CROSS-REFERENCE</p> <p>Consists of a 3"x5" card file used as a cross-reference to the Qualification Register Analysis Files. Filed by category (applicant or employee) and thereunder by qualification. (1954-1955)</p>	.1	Temporary. Destroy when 6 months old.
184	<p>REQUEST FOR PERSONNEL ACTION FILE</p> <p>Consists of copies of SF52, Request for Personnel Action, containing the recruitment requests of the various Offices. Used in preparing Form 37-92, Personnel Requisition Inventory Card. Filed organizationally and chronologically thereunder. (1952-1955)</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
185	<p>CODE BOOKS</p> <p>Consists of loose leaf binders containing the numerical code used in coding the qualifications of applicants, consultants, and employees. The coded qualifications are recorded on Form 699, Employee Qualification Code Sheet, which is forwarded to Machine Records Division to be included in the Qualifications Registers (Item 179).</p> <p>(Current)</p>	1.5	Temporary. Destroy when superseded or obsolete.
186	<p>TRANSMITTAL LISTS</p> <p>Consists of lists covering copies of Form 45c, Fitness Report Code Sheet, transmitted to the Machine Records Division. These code sheets are prepared by the Branch upon receipt of individual fitness reports and are forwarded to the Machine Records Division to have the information included in the appropriate registers. Filed chronologically.</p> <p>(1954-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
187	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports prepared for the Division Chief containing a statement of the accomplishments of the Branch. The report includes statistics on the number of requests for qualification analysis that were processed, number of applicants or employees coded for qualifications, etc. Filed chronologically.</p> <p>(1953-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
188	<p>REQUEST FOR PERSONNEL ACTION LOG</p> <p>Consists of a loose-leaf binder containing a record of the receipt and dispatch of the copies of SF52, Request for Personnel Action, received by the Branch. Filed chronologically. (1954-1955)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
189	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, occupational handbooks, and similar reference material.</p>	.8	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

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SCHEDULE NO. 40-56

SECRET

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Support Branch

CONCURRENCE

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
190	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1953-1955)</p>	.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
191	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports covering the activities of the individual Placement Officers and summary reports covering the activities of the Branch. The reports include statistics on the number of applicants interviewed, follow-up interviews, reassignments, applicant cancellations, etc. Filed chronologically.</p> <p>a. Placement Officers' Reports. (1954-1955)</p> <p>b. Branch Reports. (1955)</p>	.3 .1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
192	<p>ANNUAL PROGRESS REPORTS FILE</p> <p>Consists of a narrative type report prepared for the Division Chief summarizing the accomplishments and significant developments during the year. (1954)</p>	.1	Temporary. Destroy when 2 years old.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
193	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
194	<p>REVIEW PANEL FILES</p> <p>Consists of two files maintained by the Chairman of the Medical, Security, Personnel Review Panel. The files pertain to applicants' and employees' personal problems, medical disabilities, moral misconduct, etc., which have been brought to the attention of the Panel for review and disposition.</p> <p>a. Case Files. Consists of case files containing memoranda for the record and retained copies of correspondence which is sent to the Medical Staff, Security Office, and the Official Personnel Folder File. Filed chronologically and alphabetically by name thereunder. (1953-1955)</p> <p>b. Card File. Consists of 3"x5" cards on each case containing detailed information on the case and serves as a cross-reference to the Case File. Filed alphabetically by name. (1953-1955)</p>	<p>.3</p> <p>.2</p>	<p>Temporary. Destroy 1 year after disposition of case. (Place in inactive file upon disposition of case; destroy 1 year thereafter.)</p> <p>Temporary. Destroy 1 year after disposition of case. (Upon disposition of case place in Case File with appropriate case; destroy 1 year thereafter.)</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
195	<p>QUALIFICATIONS ANALYSIS REQUEST FILES</p> <p>Consists of files maintained by the Placement Officers containing copies of Form 537, Request for Qualifications Register Analysis, which represent positions to be filled. This form serves as a request from an office for the Placement Officer to provide qualified personnel from within the Agency to fill vacancies and to effect reassignment of personnel. Filed chronologically by date of request. (1954-1955)</p>	.1	Temporary. Destroy when 1 year old.
196	<p>POSITION DESCRIPTION FILES</p> <p>Consists of copies of Form 387, Position Description, maintained by the appropriate Placement Officer on each position, filled or vacant, under his jurisdiction. The form contains information on the position such as title, number, requirements, duties, responsibilities, etc. The file is used to assist in the selection of personnel to fill vacant positions through reassignment or appointment action. Filed organizationally and by position thereunder. (Current)</p>	2.3	Temporary. Destroy when superseded or obsolete.
197	<p>EMPLOYEE SUMMARY WORK SHEET FILES</p> <p>Consists of Form 80, Employee Summary Worksheet, containing information on employees, such as work experience, education, training, qualifications, present position, etc. The work sheet is used by Placement Officers in evaluating an employee's qualifications and effecting his placement or reassignment. Filed alphabetically by name. (1951-1955)</p>	4.4	Forward to Records And Services Division to be placed in appropriate personnel folder when employee terminates.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
198	<p>FIELD REASSIGNMENT FILE</p> <p>Consists of Form 202, Field Reassignment Questionnaire, maintained on employees who are being scheduled for return from the Field. Form contains information of present assignment, duties and responsibilities, employees preference for next assignment, duty station, etc. This file is used in planning the assignment of the employee in his area for career development. Filed chronologically by date of expected return. (1954-1955)</p>	.2	Temporary. Destroy upon reassignment.
199	<p>INTERVIEW FOLLOW-UP FILE</p> <p>Consists of 3"x5" cards used as a tickler in scheduling follow-up interviews on new employees for purposes of determining job satisfaction and advising them on problems which may have arisen. The cards contain the name of employee, EOD date, where assigned, and title and grade. Filed chronologically by follow-up date. (Current)</p>	.2	Temporary. Destroy after completion of follow-up actions.
200	<p>PLACEMENT OFFICERS' WORKING FILES</p> <p>Consists of copies of correspondence, newsletters, copies of in-and-out casual reports, overseas vacancy reports, and other papers collected and maintained by individual Placement Officers. Files are maintained for background information and reference purposes. Filing arrangement varies with each file. (1952-1955)</p>	2.4	Temporary. Destroy when no longer needed for reference purposes.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
201	<p>RECRUITMENT REQUEST FILE</p> <p>Consists of copies of SF-52, Request For Personnel Action, submitted by organizational units as recruitment requests. Original copies of SF-52 are forwarded to the Personnel Procurement Division for preparation of the Personnel Requisition Inventory Card (Form 37-92). These copies of the Form are maintained by Placement Officers for reference purposes. Filed chronologically by date of request. (1954-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
202	<p>EMPLOYEE AND APPLICANT FOLDER LOGS</p> <p>Logs maintained by the Placement Officers as a record of the receipt and dispatch of employee, and in some instances applicant folders charged to the Branch. Logs contain name of employee or applicant, name of requestor, disposition, and date. Filed alphabetically by name of employee or applicant. (1954-1955)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
203	<p>APPLICANT FOLDER TICKLER FILES</p> <p>Consists of copies of Form 439, Control Card, maintained by individual Placement Officers to record the receipt and dispatch of applicant folders charged to the Branch. These cards also serve as a tickler for follow-up correspondence which is sent to applicants at prescribed intervals during processing. Filed chronologically by date correspondence is due. (1954-1955)</p>	.2	Temporary. Destroy upon completion or cancellation of processing.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5	VOLUME SECRET	DISPOSITION INSTRUCTIONS
204	<p>CAREER BOARD BRIEFING FILE</p> <p>Consists of copies of briefings prepared for members of the Administrative Career Service Board. These briefings contain information on individuals grade 14 and above who are being considered for promotion, reassignment, etc., and are used by the Board in making their recommendations on each case. Filed alphabetically by name. (Undated)</p>	.6	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
205	<p>CAREER SERVICE QUESTIONNAIRE FILE</p> <p>Consists of Form 265, Career Service Questionnaire, prepared by the employee indicating choices of geographical areas in which they prefer to serve and area of career development, i.e., administration, intelligence, etc. These questionnaires are used in selecting personnel for assignments, both field and headquarters, and in placing personnel returning from the field. Filed alphabetically by name. (Current)</p>	.2	<p>Temporary. Destroy when superseded or obsolete.</p>
206	<p>CAREER STAFF SELECTION LOG</p> <p>Consists of a loose-leaf binder containing names of employees requesting membership in the Career Staff. Information includes name of employee, grade, office, a notation that this office checked Official Personnel Folder, date referred to the Board, and Board's recommendations. Filed chronologically by date of Board meeting, alphabetically by name thereunder. (1955)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
207	CAREER SERVICE RECORD CARD FILE	SECRET	
	Consists of Form 723, Career Service Board Record (5"x8"), and a 3x5 cross-reference containing information on employee career development. Information includes employee work experience, education, language skills, Agency employment history, etc., used in the selection of employees for membership in the Career Staff and in reassignment according to area of career development.		
	<p>a. Form 723, Career Service Board Record. Arranged organizationally and alphabetically by name thereunder. (Current)</p> <p>b. 3"x5" cross-reference. Filed alphabetically by name.</p>		<p>.5 Temporary. Destroy upon change of career service designation.</p> <p>.1 Temporary. Destroy upon destruction of related copy of Form 723.</p>
208	CAREER SERVICE WORKING FILE		
	Consists of correspondence, copies of lectures and speeches given before Board meetings, memoranda to other career boards, and related material. Files maintained for background information and reference purposes in relation to the Career Service Board activities. Filed by subject. (1953-1955)	.3	Temporary. Destroy when no longer needed for reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
209	<p>CHANGE OF CAREER SERVICE DESIGNATION FILE</p> <p>Consists of 5"x8" cards containing names of employees whose Career Service designation has been changed. Information includes employee name, grade, title, and the new service designation. File maintained for convenience of reference. Filed alphabetically by name.</p> <p>(Undated)</p>	.3	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
210	<p>MACHINE LISTINGS FILE</p> <p>Consists of extra copies of machine listings containing rosters of personnel and statistical information on personnel activities, maintained for convenience of reference.</p> <p>(Current)</p>	.9	<p>Temporary. Destroy when superseded or obsolete.</p>
211	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, guides, etc., maintained for reference purposes.</p>	2.8	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

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SCHEDULE NO.

40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Intelligence Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
212	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports covering the activities of the individual Placement Officers and summary reports covering the activities of the Branch. The reports include statistics on the number of applicants interviewed, follow-up interviews, reassignments, applicant cancellations, etc. Filed chronologically.</p> <p>a. Placement Officers' Reports. (1954-1955)</p> <p>b. Branch Reports (1954-1955)</p>	.4 .3	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
213	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1953-1955)</p>	.3	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP74-01147A000100250001-5			
214	<p>POSITION DESCRIPTION FILE</p> <p>Consists of copies of Form 387, and Form 37-138, Position Description, maintained by the appropriate Placement Officer on each position filled or vacant under his jurisdiction. The form contains information on the position such as title, number, duties, responsibilities, requirements, etc. The file is used to assist in the selection of personnel to fill vacant positions through reassignment or appointment action. Filed organizationally and by position thereunder. (Current)</p>	1.0	Temporary. Destroy when superseded or obsolete.
215	<p>EMPLOYEE SUMMARY WORK SHEET FILES</p> <p>Consists of Form 37-148, Employee Summary Work sheet, containing information on employees such as work experience, education, training, qualifications, present position, etc. The work sheet is used by Placement Officers in evaluating and a employee's Qualifications and effecting his placement or reassignment. Filed alphabetically by name. (1953-1955)</p>	2.1	Forward to Records and Services Division to be placed in appropriate personnel folder when employee terminates.
216	<p>REASSIGNMENT REQUEST FILE</p> <p>Consists of an unnumbered form, titled "Reassignment Request", (5"x8") containing information on individuals requesting transfers within the Agency. The form contains information on date interview was conducted by Placement Officer, action taken, comments of Placement Officer, date of written release from releasing office, education, etc. Used as a reference to the disposition of each case. Filed organizationally and alphabetically by name thereunder. (1955)</p>	.1	Temporary. Destroy upon final disposition of case.
Approved For Release 2005/11/21 : CIA-RDP74-01147A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	COPIES	DISPOSITION INSTRUCTIONS
217	<p>INTERVIEW FOLLOW-UP FILE</p> <p>Consists of 3"x5" cards used as a tickler in scheduling follow-up interviews on new employees for purposes of determining job satisfaction and advising them on problems which may have arisen. The cards contain the name of employee, EOD date, where assigned, and title and grade. Filed chronologically by follow-up date.</p> <p>(Current)</p>	.2	Temporary. Destroy after completion of follow-up actions.
218	<p>REPORT OF INTERVIEW FILE</p> <p>Consists of extra copies of Form 37-117, Report of Interview, prepared by ORR on contacts interviewed. These reports were sent to the Branch for coordination and as information on individuals contacted by ORR for possible Agency employment. Filed alphabetically by name.</p> <p>(1954-1955)</p>	.1	Temporary. Destroy when 6 months old.
219	<p>PLACEMENT OFFICERS' WORKING FILES</p> <p>Consists of copies of correspondence, newsletters, copies of in and out casual reports, reassignment memo's, and other papers collected and maintained by individual Placement Officers. Files are maintained for background information and reference purposes. Filed alphabetically by subject.</p> <p>(1954-1955)</p>	2.0	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
220	RECRUITMENT REQUEST FILE	.1	Temporary. Destroy when request is filled or cancelled.
	<p>Consists of copies of SF52, Request For Personnel Action, submitted by organizational units as recruitment requests. Original copies of SF52 are forwarded to the Personnel Procurement Division for preparation of the Personnel Requisition Inventory Card, (Form 37-92). These copies of the form are maintained by Placement Officers for reference purposes. Filed chronologically by date of request.</p> <p>(1954-1955)</p>		
221	PERSONNEL REQUISITION FILE	.1	Temporary. Destroy when cancelled or superseded.
	<p>Consists of copies of Form 37-92, Personnel Requisition Inventory Card, provided by the Personnel Procurement Division. These 3"x5" cards represent vacancies in the various offices for which recruitment is being conducted. Filed numerically by serial code number.</p> <p>(Current)</p>		
222	EMPLOYEE AND APPLICANT FOLDER LOGS	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	<p>Logs maintained by the Placement Officers as a record of the receipt and dispatch of employee, and applicant folders charged to the Branch. Logs contain name of employee or applicant, name of requestor, disposition, and date. Filed alphabetically by name of employee or applicant.</p> <p>(1954-1955)</p>		
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

ITEM NO.		FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS	
		Approved For Release 2005/11/21 : CIA-RDP78-00407A000100250001-5	SECRET	
223	APPLICANT FOLDER TICKLER FILE	Consists of copies of Form 439, Control Card, maintained by individual Placement Officers to record the receipt and dispatch of applicant folders charged to the Branch. These Cards also serve as a tickler for follow-up correspondence which is sent to applicants at prescribed intervals during processing. Filed chronologically by date correspondence is due. (1954-1955)	.1	Temporary. Destroy upon completion or cancellation of processing.
224	MACHINE LISTINGS	Consists of extra copies of machine listings containing rosters of personnel and statistical information on personnel activities, maintained for convenience of reference. (Current)	.5	Temporary. Destroy when superseded or obsolete.
225	REFERENCE PUBLICATIONS FILE	Consists of published material such as regulations, notices, handbooks, guides, etc., maintained for reference purposes.	2.1	Temporary. Destroy when no longer needed for reference purposes.
			SECRET	
		Approved For Release 2005/11/21 : CIA-RDP78-00407A000100250001-5		

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SECRET

SCHEDULE NO.

37A000100250001-540-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Clandestine Services Branch

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

226

BRANCH SUBJECT FILE

Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject.
(1954-1955)

1.5

Temporary. Destroy when 2 years old.
(Cut off at end of each year; destroy 2 years thereafter.)

227

ACTIVITY REPORTS FILE

Consists of bi-weekly reports covering the activities of the individual Placement Officers and summary reports covering the activities of the Branch. The reports include statistics on the number of applicants interviewed, follow-up interviews, reassignments, applicant cancellations, etc. Filed chronologically.

a. Placement Officers' Reports.
(1954-1955)

.3

Temporary. Destroy when 1 year old.
(Cut off at end of each year; destroy 1 year thereafter.)

b. Branch Reports.
(1955)

.2

Temporary. Destroy when 1 year old.
(Cut off at end of each year; destroy 1 year thereafter.)

SECRET

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ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
228	<p>ANNUAL PROGRESS REPORTS FILE</p> <p>Consists of a narrative type report prepared for the Division Chief summarizing the accomplishments and significant developments during the year. (1954)</p>	.1	Temporary. Destroy when 2 years old.
229	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954-1955)</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
230	<p>QUALIFICATIONS ANALYSIS REQUEST FILES</p> <p>Consists of files maintained by the Placement Officers containing copies of Form 537, Request For Qualifications Register Analysis, which represent positions to be filled. The form serves as a request from an office for the Placement Officer to provide qualified personnel from within the Agency to fill vacancies and to effect reassignment of personnel. Filed chronologically by date of request. (1954-1955)</p>	.1	Temporary. Destroy when 1 year old.

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ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-RDP78-007487A000100250001-5	VOLUME SECRET	DISPOSITION INSTRUCTIONS
231	<p>EMPLOYEE SUMMARY WORK SHEET FILES</p> <p>Consists of Form 37-148, Employees Summary Worksheet, containing information on employees, such as work experience, education, training, qualifications, present position, etc. The work sheet is used by Placement Officers in evaluating an employee's qualifications and effecting his placement or reassignment. Filed alphabetically by name.</p> <p>(1953-1955)</p>	3.5	Forward to Records and Services Division to be placed in appropriate personnel folder when employee terminates.
232	<p>FIELD REASSIGNMENT FILE</p> <p>Consists of Form 202, Field Reassignment Questionnaire, maintained on employees who are being scheduled for return from the field. Form contains information on present assignment, duties and responsibilities, employee preference for next assignment, duty station, etc. The file is used in planning the assignment of the employee in his area of career development. Filed alphabetically by name.</p> <p>(1955)</p>	.2	Temporary. Destroy upon reassignment.
233	<p>RETURNEE FILE</p> <p>Consists of 3"x5" cards containing names of employees who are scheduled for return from the field. Cards serve as a tickler file on returnees expected date of arrival at headquarters and are used in initiating reassignment actions. Filed chronologically by date of expected return.</p> <p>(Current)</p>	.2	Temporary. Destroy upon reassignment.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
234	<p>VACANCY REPORT FILE</p> <p>Consists of memoranda submitted by operating offices containing information on positions to be filled. Information includes position title, grade, desired qualifications, physical location of position, etc. These memoranda serve as guides to Placement Officers in reassigning returnees or as a basis for preparation of Form 537, Request for Qualifications Register Analysis. Filed organizationally. (1954-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
235	<p>PLACEMENT OFFICERS' WORKING FILES</p> <p>Consists of copies of correspondence, news-letters, copies of in-and-out casual reports, overseas vacancy reports, and other papers collected and maintained by individual Placement Officers. Files are maintained for background information and reference purposes. Filing arrangement varies with each file. (1953-1955)</p>	1.7	Temporary. Destroy when no longer needed for reference purposes.
236	<p>STAFF AGENT NAME INDEX</p> <p>Consists of two 4"x6" loose leaf binder files, a true name file and a pseudonym file. Both files contain a code number which serves as a cross-reference. The index is used in processing Staff Agents to Staff employee status. Files are arranged organizationally and by name thereunder. (Current)</p>	.1	Temporary. Destroy both files upon completion of processing.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

ITEM NO.	FILES IDENTIFICATION	QUANTITY	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-06487A000100250001-5			
237	<p>✓ CONTRACT EMPLOYEE CARD FILE</p> <p>Consists of 5"x8" cards on covert contract employees containing name of employee, dates of headquarters service, dates of overseas service, dates of security initiations, etc. Cards are used to record the physical location of the official folders after the folders are released to the Area Divisions, and as a convenient source of information on the employee. Filed alphabetically by name. (1948-1955)</p>	.6	Temporary. Destroy upon termination of individual's services.
238	<p>INTERVIEW FOLLOW-UP FILE</p> <p>Consists of 3"x5" cards used as a tickler in scheduling follow-up interviews on new employees for purposes of determining job satisfaction and advising them on problems which may have arisen. The cards contain the name of employee, EOD date, where assigned, and title and grade. Filed chronologically by follow-up date. (Current)</p>	.2	Temporary. Destroy after completion of follow-up actions.
239	<p>EMPLOYEE AND APPLICANT FOLDER LOGS</p> <p>Logs maintained by the Placement Officers as a record of the receipt and dispatch of employee, and in some instances applicant folders charged to the Branch. Log contains name of employee or applicant, name of requestor, disposition, and date. Filed alphabetically by name of employee or applicant. (1955)</p>	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
Approved For Release 2005/11/21 : CIA-RDP78-06487A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		SECRET
240	<p>APPLICANT FOLDER TICKLER FILES</p> <p>Consists of 3"x5" cards maintained by individual Placement Officers to record the receipt and dispatch of applicant folders charged to the Branch. These cards also serve as a tickler for follow-up correspondence which is sent to applicants at prescribed intervals during processing. Filed chronologically by date correspondence is due.</p> <p>(1954-1955)</p>	.1	Temporary. Destroy upon completion or cancellation of processing.
241	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, guides, etc., maintained for reference purposes.</p>	4.8	Temporary. Destroy when no longer needed for reference purposes.
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SECRET

SCHEDULE NO.

40-56

37A000100250001-5

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Clerical Placement Branch

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

242

BRANCH SUBJECT FILE

Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject.
(1953-1955)

.6

Temporary. Destroy when 2 years old.
(Cut off at end of each year; destroy 2 years thereafter.)

243

ACTIVITY REPORTS FILE

Consists of activity reports prepared bi-weekly for the Division Chief. Reports contain an account of personnel assigned during the reporting period, personnel scheduled for orientation, personnel entering on duty to the Interim Assignment Section, etc. Filed chronologically.
(1954-1955)

1.0

Temporary. Destroy when 1 year old.
(Cut off at end of each year; destroy 1 year thereafter.)

244

CONVENIENCE FILE (Reading)

Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.
(1952-1955)

.4

Temporary. Destroy when 1 year old.
(Cut off at end of each year; destroy 1 year thereafter.)

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00247A000100250001-5			
245	PERSONNEL FOLDER FILE	3.2	Temporary. Forward to Records and Services Division upon assignment of employee.
Consists of Official Personnel Folders containing papers which document the appointment of the employees. Files are used by this Branch in effecting assignment of personnel, after which they are forwarded to the Records and Services Division to be incorporated in the Official Personnel Folder File. Filed alphabetically by name.			
(Current)			
246	RECRUITMENT REQUEST FILE	.8	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
Consists of copies of SF52, Request for Personnel Action, submitted by organizational units as recruitment requests. Original copies of SF52, are forwarded to the Personnel Procurement Division for preparation of the Personnel Requisition Inventory Card (Form 37-92). These copies of the form are maintained for reference purposes. Filed organizationally.			
(1955)			
247	APPLICANTS IN PROCESS FILE	.3	Temporary. Place in Clerical Work Assignment File (item 251) upon EOD of applicant or destroy upon cancellation of processing.
Consists of Form 364, Placement Control Card, containing information on applicants in process. Includes date processing was initiated, type of security clearance requested, grade, assignment possibilities, etc. These cards are used in controlling the placement of applicants and as a reference to the date of processing initiation. Filed by position title and alphabetically by name thereunder.			
Approved For Release 2005/11/21 : CIA-RDP78-00247A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5	SECRET	
248	<p>CLERICAL REQUIREMENTS FILE</p> <p>Consists of a 5"x8" pad containing information on clerical positions to be filled through recruitment, and the number of clerical applicants in process. Pad contains position title, number of applicants in process for each position, and the office for which they are being recruited. Information is used in the preparation of the activity report. Filed organizationally. (Current)</p>	.1	Temporary. Destroy upon preparation of the bi-weekly activity report.
249	<p>PROCESSING CANCELLATION FILE</p> <p>Consists of 5"x8" cards prepared upon receipt of Form 37-92, Cancellation of Applicant Processing, and Form 464, Daily Security Report. These cards contain names of applicants on which processing has been cancelled and the reasons for cancellation. Used for reference and compiling statistics for reporting purposes. Filed chronologically by cancellation date. (1955)</p>	.2	Temporary. Destroy when 6 months old.
250	<p>ORIENTATION LISTINGS</p> <p>Consists of listings containing names of personnel assigned to the Interim Assignment Section who have attended Orientation Classes. Listings are used in assigning employees, since only those whose names appear on these listings may be assigned to an office on a permanent basis (Couriers excepted). Filed chronologically. (1955)</p>	.1	Temporary. Destroy when 6 months old.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
251	<p>CLERICAL WORK ASSIGNMENT FILE</p> <p>Consists of copies of Form 364, Placement Control Card, which were removed from the Applicants in Process File (item 247) and placed in this file upon EOD of the applicants. These cards contain information on the temporary work assignments of the employee and are used to control work assignments and as a record where the employee is working. Filed alphabetically by name.</p> <p>(1955)</p>	.2	Temporary. Destroy upon permanent assignment of the employee.
252	<p>AGENCY ASSIGNMENT REGISTER</p> <p>Consists of a 4"x6" loose-leaf binder containing names of personnel who were assigned to the Interim Assignment Section and who have been officially assigned to the various offices. File contains name of employee, office to which assigned, and date of assignment.</p>	.1	Temporary. Destroy when 6 months old.
253	<p>APPLICANT FOLDER TICKLER FILE</p> <p>Consists of 3"x5" cards used to record the receipt and dispatch of applicant folders charged to the Branch. The cards also serve as a tickler for follow-up correspondence which is sent to applicants at prescribed intervals during processing. Filed alphabetically by name.</p> <p>(Current)</p>	.1	Temporary. Destroy upon completion or cancellation of processing.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5	SECRET	
254	<p>OVERSEAS QUESTIONNAIRE FILE</p> <p>Consists of 5"x8" forms (no number) prepared by clerical personnel interested in overseas assignments. The form contains name, grade, office, overseas area of interest, skills, languages, etc., and are used in the selection and placement of personnel in overseas vacancies as they occur. Filed alphabetically by name.</p> <p>(Current)</p>	.2	Temporary. Destroy when superseded or obsolete.
255	<p>INTERIM ASSIGNMENT SECTION SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Section. Filed alphabetically by subject.</p> <p>(1952-1955)</p>	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
256	<p>INTERIM ASSIGNMENT SECTION WEEKLY REPORT FILE</p> <p>Consists of activity reports prepared weekly for the Branch Chief. Reports contain an account of the number of people in the Section, EOD's, number officially assigned to the various offices, number scheduled for training, etc., and are used in preparing the Semi-annual Report. Filed chronologically.</p> <p>(1955)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
257	<p>INTERIM ASSIGNMENT SECTION SEMI-ANNUAL REPORTS FILE</p> <p>Consists of semi-annual progress reports containing summarized information taken from the weekly reports. In addition these reports contain lists of work projects being conducted, brief descriptions of duties entailed in each project, and man hours expended on each. Filed chronologically. (1954-1955)</p>	.1	Temporary. Destroy when 2 years old.
258	<p>STATUS OF PROCESSING FILE</p> <p>Consists of Form 887, Interim Assignment Record, received by the Section on each applicant prior to their EOD. Cards are used as reference to the status of processing of each individual and in determining the types of work assignments in which they may participate. Filed alphabetically by name. (1953-1955)</p>	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
259	<p>WORK PROJECT RECORD</p> <p>Consists of 5"x8" cards prepared by the Interim Assignment Section on each work project received. Cards are maintained to control each project, to compute man hours expended for reporting purposes, and contains information such as project number, project title, date received, date completed, etc. Filed numerically by project number. (1952-1955)</p>	.5	Temporary. Destroy 6 months after completion of project. (place in inactive file upon completion of project; cut off inactive file semi-annually and destroy 6 months thereafter.)

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
260	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	12.0	Temporary. Return to Library when no longer needed for reference purposes.
261	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, and similar reference material.</p>	1.3	Temporary. Destroy when no longer needed for reference purposes.

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SECRET

SCHEDULE NO.

40-56

7A000100250001-5

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Assignment Division, Counseling Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
262	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1954-1955)</p>	.7	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
263	<p>ACTIVITY REPORTS FILE</p> <p>Consists of activity reports prepared bi-weekly for the Division Chief and summary reports prepared semi-annually and annually. Filed by type of report and chronologically thereunder.</p> <p>a. Bi-weekly reports. (1955)</p> <p>b. Semi-annual Reports. (1954-1955)</p> <p>c. Annual reports. (1954)</p>	.1 .1 .1	<p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy when 2 years old.</p> <p>Temporary. Destroy when 2 years old.</p>
264	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1952-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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265	ADVANCED SICK LEAVE FILE	.1	Temporary. Destroy when 6 months old. (Cut off every 6 months; destroy 6 months thereafter.)
Consists of 3"x5" cards prepared on individuals who have requested an advancement of sick leave. Cards are prepared upon receipt of a request from an Office and contains employee name, date of request, date of approval, number of hours approved, etc., and serves as a reference for reporting purposes. Filed alphabetically by name. (1955)			
266	INTERVIEW APPOINTMENT REGISTER	.1	Temporary. Destroy when 1 month old.
Consists of copies of an unnumbered form titled "Appointments", used to schedule employee interviews with counselors. Form contains information on the type of interview, (pre-exit or counseling) date and time, name of counselor, and name of employee. Filed chronologically by date of interview. (1955)			
267	COUNSELING FILE	1.0	Place in official personnel folder when employee terminates.
Consists of Form 37-13, Personnel Relations Interview Record, prepared after counseling personnel with problems such as job dissatisfaction, financial difficulties, marital problems, and other grievances. Cards contain information on details of the situation, and name, grade, title, etc., of the employee. These cards are used for recording information concerning cases and as a record of advice given or action taken. Filed alphabetically by name. (1952-1955)			

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
268	<p>CARD REFERRAL FILE</p> <p>Consists of 3"x5" cards prepared on resignees, military leave cases, counseling cases, and leave without pay cases. Information includes name of individual, grade, type of case (resignee, military leave, etc.), home address, date official folder received, etc. Cards are used as a reference to the status of each case and for obtaining statistics for the Monthly Summary of Separations. Filed alphabetically by name.</p> <p>(1954-1955)</p>	.5	<p>Temporary. Destroy when 6 months old. (Cut off every 6 months; destroy 6 months thereafter.)</p>
269	<p>RESIGNATION WORK SHEET FILE</p> <p>Consists of copies of an unnumbered form titled "Resignations" used to record information on resignees such as, name, office, effective date, date official folder received, etc. Names are listed on this form as they are received from the operating offices and the form is used as a check sheet for recording processing actions. Filed chronologically.</p> <p>(1955)</p>	.1	<p>Temporary. Destroy when 6 months old. (Cut off every 6 months; destroy 6 months thereafter.)</p>
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SECRET

ITEM NO.	FILES IDENTIFICATION	COPIES	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
270	REPORT OF SEPARATION FILE		
	Consists of Form 971, Report of Separation, prepared from information obtained while conducting pre-exit interviews. Information includes name of resignee, title, office, date of resignation, separation category, and remarks which includes employees attitude towards Agency, etc. This copy of the form is used to prepare the "Agency Summary of Civilian True Separations"; the record copy is placed in the appropriate Official Personnel Folder. Filed chronologically by month and alphabetically by name thereunder. (1952-1955)	5.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
271	REFERENCE PUBLICATIONS FILE		
	Consists of published material such as regulations, notices, handbooks, brochures, etc., maintained for reference purposes.	1.7	Temporary. Destroy when no longer needed for reference purposes.
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SECRET

SCHEDULE NO.

40-56

7A000100250001-5

OFFICE, DIVISION, BRANCH

Personnel, Records and Services Division, Office of the Chief

SIGNATURE

TITLE

CONCURRENCE

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
272	DIVISION SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the administration of a central processing service for official travel; maintenance of the official Agency personnel files; compilation of personnel statistics; and furnishing employee services. Filed alphabetically by subject. (1953-1955)	3.8	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
273	OFFICIAL PERSONNEL FOLDERS (Division Employees) A portion of the file described in item 339. Consists of the folders of Division employees maintained separately to limit access to them. Filed alphabetically by surname. (Current)	3.5	Disposal not authorized. (Transfer case to Files Section upon transfer or separation of employee.)
274	PERSONNEL FOLDER LOG Records of the receipt and dispatch of all employees and applicant folders charged to the office. Contains folder title, name of requestor, disposition, and date. Filed alphabetically by name of employee or applicant. (1955)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP80-01087A000100250001-5			
275	EMPLOYEE RECORD CARD FILE	.1	Temporary. Destroy upon separation of employee or forward to gaining component upon transfer of employee within the Agency.
Consists of OF ^{4b} , Employee Record Card, maintained on each Division employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division personnel. Filed by organizational level. (Current)			
276	SECURITY HOLD FILE	.1	Temporary. Destroy when processing is resumed or cancelled.
Consists of 3"x5" cards which serve as a tickler for follow-up purposes on cases where processing has been suspended at the request of the Office of Security. Filed chronologically by follow-up date. (Current)			
277	RYBAT FILE	1.4	Disposal not authorized. Retain in current files area indefinitely.
Consists of papers normally maintained in the official personnel folder (see item 339) but maintained separately because of security reasons. Filed alphabetically by name of employee. (Current)			
278	CORRESPONDENCE LOG	.2	Temporary. Destroy after 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
Record of the receipt and dispatch of selected correspondence. Maintained primarily as a locator. Filed chronologically. (1954-1955)			
Approved For Release 2005/11/21 : CIA-RDP80-01087A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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279	<p>R&SD MEMORANDUM FILE</p> <p>Consists of administrative issuances (Records and Services Division Memorandum) prepared and issued by the Division to supplement the Office of Personnel Memorandums. Filed numerically by Memorandum number.</p> <p>(Current)</p>	.4	Temporary. Destroy when superseded or obsolete.
280	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, brochures, etc., maintained for reference purposes.</p>	5.1	Temporary. Destroy when no longer needed for reference purposes.
281	<p>LEAVE RECORD FILE</p> <p>Consists of SF 1137, Leave Record, maintained for each employee of the Division as a record of leave taken and accrued. Filed alphabetically by surname.</p>	.1	Temporary. Destroy when leave balance is transferred to new card or employee leaves the Division.
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SCHEDULE NO. 40-56

SECRET

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Records and Services Division, Correspondence Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
282	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1953-1955)</p>	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
283	<p>CORRESPONDENCE FILE</p> <p>Consists of one copy of each letter prepared by the Branch in the performance of its correspondence function for the Office of Personnel. This correspondence is of a routine nature, such as notifications of processing, requests for additional information, and notice of rejection. These copies are maintained for convenience of reference, the record copy being maintained in the appropriate case file. Filed in two categories (applicant cases and processing cases), and alphabetically thereunder by name of addressee. (1955)</p>	6.8	Temporary. Destroy when 6 months old. (Maintain a 6-month level; thereafter destroy oldest month after filing current month.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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287	<p>MANIFEST FILE</p> <p>Consists of manifests which accompany covert cases forwarded to the Branch from the Special Security Division/SO, for preparation of replies. Filed chronologically. (1954-1955)</p>	.2	Temporary. Destroy when 6 months old.
288	<p>FLEXOWRITER TAPES</p> <p>Consists of Flexowriter tapes used in preparing routine letters. Also includes some Robotyper rolls used for the same purpose. Arranged numerically by code number assigned to each letter. (Current)</p>	.8	Temporary. Destroy when superseded or obsolete.
289	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	2.3	Temporary. Return to Library when no longer needed for reference purposes.
290	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, and similar reference material.</p>	2.2	Temporary. Destroy when no longer needed for reference purposes.
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RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000100250001-5

SECRET

SCHEDULE NO.

40-56

7A000100250001-5

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Records and Services Division, Employee Services Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
291	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1951-1955)</p>	2.4	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
292	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1947-1955)</p>	1.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
293	<p>ALIEN SPONSOR FILE</p> <p>Consists of case files on employees who have sponsored the entry of aliens into this country. File contains correspondence and related papers pertaining to reasons for sponsorship, permission for the employee to sponsor the alien, security clearance of both sponsor and alien, and biographical information on the alien. Filed alphabetically by name of employee. (1952-1955)</p>	.2	Temporary. Destroy 2 years after case is closed. (Place in inactive file when case is closed; cut off inactive file at end of each year and destroy 2 years thereafter.)

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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294	<p>RECREATION ASSOCIATION FILE</p> <p>Consists of correspondence, notices, newsletters, and other papers pertaining to various employee recreational activities, membership, meetings, games, scores, etc. The file is used in coordinating and administering the activities. Filed alphabetically by activity. (1954-1955)</p>	2.0	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
295	<p>HOUSING APPLICATION FILE</p> <p>Consists of Form 354, Housing Application (3"x5"), prepared by employees requesting assistance in obtaining satisfactory housing arrangements in the Washington, D. C. area. Contains information on type of housing needed, location and other preferences. (Current)</p>	.1	<p>Temporary. Destroy when request is filled or cancelled.</p>
296	<p>AVAILABLE HOUSING FILE</p> <p>Consists of Form 580, Housing Record, containing information on housing available in the Washington, D. C. area. The file serves as a source of information necessary to assist Agency employees in locating satisfactory housing. Arranged by type of housing. (Current)</p>	.3	<p>Temporary. Destroy when superseded or obsolete.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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297	<p>BLOOD DONOR FILE</p> <p>Consists primarily of two lists, one is prepared by the Branch and contains the name of the donor, his office, time scheduled, signature, and number to be used in lieu of name. The other list is prepared by the Red Cross and contains the assigned number and blood type. Used to schedule donors, assign them a number to be used for security reasons, and after donation serves as a record of blood types for possible emergency transfusions. Filed chronologically. (1951-1955)</p>	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter. At time of destruction, names of employees who possess rare blood types will be listed and retained.)
298	<p>FUND RAISING CAMPAIGN FILES</p> <p>Consists of records used to facilitate and control the collection of monies for fund-raising campaigns of charitable, health, welfare, and similar organizations.</p> <p>a. Form 739, Consolidated Charities Fund Pledge and Payment Record. Filed alphabetically by surname.</p> <p>b. Correspondence, receipts, invoices, and related papers pertaining to the various fund-raising drives. (1951-1955)</p>	1.8	Temporary. Destroy at start of subsequent campaign.
299	<p>CABLE FILE</p> <p>Consists of extra copies of incoming cables maintained for convenience of reference. Official file copies are maintained in appropriate subject and case files. Filed chronologically. (1955)</p>	5.5	Temporary. Destroy after 1 month.
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300	CABLE LOG	.1	Temporary. Destroy when 1 year old.
301	NAME INDEX	1.4	Temporary. Destroy both cards when cancelled.
302	OUTSIDE ACTIVITIES FILE	.1	Temporary. Destroy when 6 months old. (Cut off every 6 months; destroy 6 months thereafter.)

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Consists of Form 70-9, Cable Log, maintained as a record of the receipt and dispatch of incoming cables. Filed chronologically.
(1955)

Consists of two sets of 3"x5" cards, a true name card and a pseudonym card. Both cards contain a code number which serves as a cross-reference. The index is used in the receipt and dispatch of cables. The pseudonym card is filed alphabetically by pseudonym and the true name card is filed numerically by code number.
(Current)

Consists of 3"x5" cards on employees who have requested permission to participate in activities outside the Agency. Activities include participation in clubs, part-time employment, attending school, etc. Cards are used to record date requests are submitted to the Security Office and approval or disapproval of the requests. Filed alphabetically by surname.
(1955)

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303	<p>FEDERAL EMPLOYEES' INSURANCE FILE</p> <p>Consists of a roster of employees who have waived their rights to insurance under the Federal Employees' Group Life Insurance Program. File serves as a source of information which is furnished to the Office of the Comptroller weekly. Filed by vouchered or unvouchered funds and thereunder alphabetically by surname. (Current)</p>	.1	Disposal not authorized. Retain in current files area.
304	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	1.5	Temporary. Return to Library when no longer needed for reference purposes.
305	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, and college brochures.</p>	10.1	Temporary. Destroy when no longer needed for reference purposes.

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REAPPS CONTROL SCHEDULE

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SECRET

SCHEDULE NO. 40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Records and Services Division, Central Processing Branch

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

306

BRANCH SUBJECT FILE

Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed by subject.
(1951-1955)

2.0

Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)

307

TRAVEL CASE FILES

Consists of case files pertaining to the travel of employees. These files are accumulated by the Branch in the process of assisting personnel performing official travel. Files include travel orders, shipping data, record of transportation furnished, foreign duty data, clearances, etc. Filed alphabetically by surname.

(Current)

a. Active cases. Contains PCS and TDY cases being actively processed.

6.3

Temporary. Upon completion of each case forward PCS cases to Transactions and Records Branch for screening and filing in Official Personnel Folder. Place TDY cases in TDY file.

b. Pending cases. Contains PCS and TDY cases on which the Branch has been alerted but on which actual processing has not begun.

3.0

Temporary. Place in file with active cases when processing begins.

c. TDY cases. Contains TDY cases which have been processed for travel and are now being held pending return processing.

4.5

Temporary. Place in file with active cases when processing begins.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
308	PROCESSING CONTROL CARD FILES		
	Consists of card files maintained for control and follow-up purposes during the various stages of processing.		
	a. Form 437, Central Processing Control (5"x8"). Filed alphabetically by surname.	.8	Temporary. Place in employee's folder in the Travel Case File (item 307) upon completion of case.
	b. Form 380, Travel Processing Follow-up Record (3x5). Arranged by status of processing and thereunder alphabetically by surname.	.2	Temporary. Destroy upon completion of case.
	c. Form 757, Control and Travel Record, (8x10 $\frac{1}{2}$). Filed alphabetically by surname.	.5	Temporary. Place in employee's folder in the Travel Case File (item 307) upon completion of case.
	d. Form 230, Travel Order Documentation Control (3"x5"). Filed alphabetically by surname.	2.6	Temporary. Destroy 6 months after true separation.
309	ASSIGNMENT BOOK		
	Consists of a loose-leaf binder containing the names of employees being processed and the name of the Branch employee assigned each case. In addition to serving as a reference on who handled each case it includes information such as date employee checked out, type of duty, and when dependents are to follow. Filed alphabetically by surname. (1955)	.2	Temporary. Destroy when all cases on a page are completed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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313	<p>SPACE RESERVATION FILE</p> <p>Consists of Form 93.132, Memorandum Securing Space for Sale to Passengers (4"x6" railroad form), prepared as a record of reservations made for each individual. Filed alphabetically by surname.</p> <p>(1955)</p>	.1	Temporary. Destroy when 3 months old.
314	<p>TRANSPORTATION REQUEST FILE</p> <p>Consists of SF-1169, United States of America Transportation Request, maintained as a record of transportation requests used. Filed alphabetically by name of traveler.</p> <p>(1954-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
315	<p>TRANSPORTATION FURNISHED FILE</p> <p>Consists of extra copies of Form 260, Record of Transportation Furnished, containing information on type of transportation furnished, departure date, cost, ticket number, etc. This file is maintained only for convenience of reference. Filed chronologically.</p> <p>(1955)</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
316	<p>CHECK OUT REGISTER</p> <p>Consists of a book containing information on all employees who have departed for overseas assignments. Includes information on type of duty, grade, destination, and sponsoring Division or Office. Filed chronologically.</p> <p>(1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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317	TRAVEL ORDER SIGNATURE FILE Consists of 3"x5" cards containing signatures of Agency officials authorized to sign official travel orders. Used as a check against signatures appearing on travel orders. Filed alphabetically by surname.	.2	Temporary. Destroy when superseded or obsolete.
318	CREDENTIAL FILES Consists of passports [redacted] turned in by employees upon completion of travel and maintained by the Branch for possible re-use. a. Passport File. Filed numerically by passport number. b. [redacted] Filed alphabetically by surname.	8.3 1.0	[redacted] 25
319	CREDENTIAL REQUEST FILES Consists of requests for passports and [redacted] a. Passport Request File. Filed by source of request and chronologically thereunder. (1953-1955) b. [redacted] Request File. Filed chronologically. (1953-1955)	.3 .2	

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ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
323	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, airline guides, hotel guides, and travel processing instructions.</p>	11.5	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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SECRET

SCHEDULE NO.

40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Records and Services Division, Statistical Reporting Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
324	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1952-1955)	1.3	Temporary. Destroy 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
325	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1953-1955)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
326	PERSONNEL REPORTS FILE Consists of periodic and special reports required on the various phases of personnel administration. Filed by type of report and chronologically thereunder. a. Annual Personnel Statistical Review. (1952-1954)	.5	Permanent. Disposal not authorized. (Maintain a 5 year level; thereafter transfer oldest year to the Records Center after filing current year.)
	b. Monthly Personnel Statistical Review. (1953-1955)	2.6	Permanent. Disposal not authorized. (Maintain a 5 year level; thereafter transfer oldest year to the Records Center after filing current year.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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326	<p>PERSONNEL REPORTS FILE <u>CONTD</u></p> <p>c. Quarterly Consultant Report. Contains names and amount and rate of pay of all consultants utilized by the Agency.</p> <p>d. "Eyes Only" Strength Report. Contains statistical information substantially duplicated in the Monthly Personnel Statistical Review. (1952-1955)</p> <p>e. All other reports. (1952-1955)</p>	<p>.2</p> <p>.3</p> <p>9.2</p>	<p>Permanent. Disposal not authorized. (Cut off every other year; transfer to the Records Center 2 years thereafter.)</p> <p>Temporary. Disposal not authorized. (Retain in current files area indefinitely.)</p> <p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>
327	<p>MACHINE LISTINGS (STATISTICAL TABULATIONS)</p> <p>Consists of listings containing statistical information on personnel activities which were prepared from machine record cards. Used primarily in the preparation of summary reports. Filed by type of report. (1953-1955)</p>	3.9	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)</p>
328	<p>MACHINE LISTINGS (ROSTERS)</p> <p>Consists of listings containing rosters of positions and personnel which were prepared from machine record cards. (1953-1955)</p> <p>a. Position Control Register</p>	3.4	
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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329	<p>WORK PAPERS</p> <p>Consists of work sheets created in the course of compiling statistics and preparing reports. The information contained in these work papers is reflected in the final reports. (1953-1955)</p>	13.5	Temporary. Destroy upon preparation of related reports.
330	<p>STAFF AGENT CARD FILE</p> <p>Consists of machine record cards containing coded information concerning the position, grade, EOD, DOB, assignment, etc. of staff agents. Used for preparing rosters and statistical tabulations on staff agents. (Current)</p>	.3	Temporary. Destroy upon preparation of a new card or upon separation of staff agent.
331	<p>CODING SHEET FILE</p> <p>Consists of an unnumbered form, containing coded information, created to facilitate the preparation of the machine record card described above. (1954-1955)</p>	.7	Temporary. Destroy upon preparation and verification of the related machine record card.
332	<p>T/O CHANGE AUTHORIZATION FILE</p> <p>Consists of Form 261, T/O Change Authorization, and related correspondence. Used in maintaining the Position Control Register current. Arranged organizationally. (1953-1955)</p>	1.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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333	<p>APPLICANT PROCESSING CANCELLATION FILE</p> <p>Consists of Form 37-129, Cancellation of Applicant Processing, used by the Branch in compiling information for a monthly applicant cancellation report. Filed alphabetically by applicant's name.</p> <p>(1954-1955)</p>	.2	Temporary. Destroy upon preparation of the monthly report.
334	<p>GRAPHIC CHART FILE</p> <p>Consists of large statistical charts prepared for use in briefings and training courses. Includes charts on civilian and military combined strength, staff personnel gains and losses, promotion rate, and departmental and field on duty strength.</p>	2.0	Temporary. Destroy when superseded or obsolete.
335	<p>COURIER RECEIPT FILE</p> <p>Consists of the Branch copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically.</p> <p>(1955)</p>	.1	Temporary. Destroy when 1 year old.
336	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	1.4	Temporary. Return to Library when no longer needed for reference purposes.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
337	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.</p>	1.3	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

RECORDS CONTROL SCHEDULE 6
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SCHEDULE NO.

40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Records and Services Division, Transactions and Records Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
338	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1952-1955)</p>	1.6	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
339	<p>OFFICIAL PERSONNEL FOLDER FILE</p> <p>Consists of official personnel folders containing papers which completely document the service of an employee. Each folder consists of two sections: A section comprising permanent documents filed on the right side of the folder, and a section comprising temporary records, filed on the left side of the folder. Filed alphabetically by name. (Current)</p>	970.9	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> Upon true separation for reasons other than transfer to other Federal Agencies - - Screen and destroy duplicate documents on left side of folder. File folders alphabetically by name in an inactive file. Cut off inactive file at end of each year and transfer to the Records Center 3 years thereafter. Destroy, at the Records Center, 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
339	<p>Approved For Release 2005/11/21 : CIA-RDP80-00487A000100250001-5</p> <p>OFFICIAL PERSONNEL FOLDER FILE <u>CONTD</u></p>	SECRET	<p>2. Upon true separation when employee transfers to another Federal Agency --</p> <ul style="list-style-type: none"> a. Screen and destroy duplicate documents on left side of folder. b. File folder in a temporary file, in alphabetical order, pending receipt of a request for the folder from the gaining Agency. c. Upon receipt of request for the folder, screen folder and remove classified and sensitive documents in accordance with R 20-800, and file this material alphabetically in the inactive file of true separations. <p>3. Upon separation to Staff Agent Status - -</p> <ul style="list-style-type: none"> a. File folder alphabetically in inactive file of separated employees. b. Upon receipt of notification of termination of Staff Agent status, return folder to active file or handle as true separation as appropriate.
340	<p>CONSULTANTS FOLDER FILE</p> <p>Consists of official folder containing papers which document the affiliation of individuals with Agency as overt consultants. File includes correspondence and related form records pertaining to the justification for consultant, contract and contract agreements, security clearance, and consultants status. Filed alphabetically by name. (Current)</p>	4.8	<p>Temporary. Upon termination of consultants services, place folder in inactive file with folders of employees who were true separations for reasons other than transfer to other Federal Agencies, and then dispose of as prescribed in item 339, disposition instruction lc and d.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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341	<p>W.A.E. FOLDER FILE</p> <p>Consists of official folders containing papers which document the part-time Agency employment of individuals paid on a "when actually employed" basis. Filed alphabetically by name.</p> <p>(Current)</p>	.5	<p>Temporary. Upon final termination of individual's employment, place folder in inactive file with folders of employees who were true separations for reasons other than transfer to other Federal Agencies, and then dispose of as prescribed in item 339, disposition instruction lc and d.</p>
342	<p>NATIVE EMPLOYEE FOLDER FILE</p> <p>Consists of official folders containing papers which document the employment of native personnel by OO/FBID. Folder includes application for employment, employment agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically by name thereunder.</p> <p>(Current)</p>	4.3	<p>Temporary. Upon termination of individuals employment, place folder in inactive file with folders of employees who were true separations for reasons other than transfer to other Federal Agencies, and then dispose of as prescribed in item 339, disposition instruction lc and d.</p>
343	<p>APPLICANT FOLDER FILE</p> <p>Consists of case files on individuals who have applied for employment with the Agency. Folders include application for employment, report of interview, personal history statement, and request for security clearance. Documents from these folders become a part of the Official Personnel Folder upon entrance on duty of individual. Filed alphabetically by name.</p> <p>(Current)</p>	512.9	<p>Temporary. Screen annually and destroy those indicating a period of .2 years since date of last interest, except those whose qualifications have been coded or those with a suspense notation for retention due to security, medical, or congressional interest factors, which will be destroyed 5 years after date of last contact unless otherwise noted.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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344	<p>SERVICE RECORD CARD FILE</p> <p>Consists of copies of SF-7, Service Record Card, maintained on each Staff employee, staff agent, and overt consultant. The file provides a current picture of each Organizational segment and shows such information as location of employees; vacancies pending actions; and names of incumbents of positions. The file also provides a summarized record of the employees' service.</p> <p>a. Service Record Cards on staff employees and staff agents. Filed organizationally. (Current)</p> <p>b. Service Record Cards on overt consultants. Filed alphabetically by name. (Current)</p>	<p>21.4</p> <p>.1</p>	<p>Temporary. Disposal not authorized at this time. (Place in inactive file upon separation of employees and retain in current files area.)</p> <p>Temporary. Disposal not authorized at this time. (Upon termination of consultants' services place card in inactive file described above.)</p>
345	<p>POSITION IDENTIFICATION STRIPS</p> <p>Consists of copies of SF-7d, Position Identification Strip, used with SF-7, Service Record Card, to provide summary data on each position occupied. Filed organizationally. (Current)</p>		<p>Temporary. Destroy when position is canceled or new strip is prepared.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
346	<p data-bbox="451 961 1187 982">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p data-bbox="315 993 586 1014">APPLICANT CONTROL FILE</p> <p data-bbox="378 1037 883 1266">Consists of a 3"x5" card (not a form) for each applicant folder maintained and on which the location of the folder is noted when charged out; a copy of Form 37, Record of Destroyed Applicant File, for each applicant folder that has been destroyed; and a copy of Form 87, Field Reject Card, for each applicant rejected and for which a folder was not prepared. Filed alphabetically by name.</p> <p data-bbox="378 1287 773 1308">a. 3"x5" applicant folder card.</p> <p data-bbox="378 1398 781 1444">b. Form 37, Record of Destroyed Applicant File.</p> <p data-bbox="378 1509 764 1530">c. Form 87, Field reject Card.</p>	<p data-bbox="878 961 976 993">SECRET</p> <p data-bbox="902 1052 951 1083">34.1</p>	<p data-bbox="1065 1283 1487 1371">Temporary. Destroy upon EOD or destruction of applicant folder and preparation of Form 37, Record of Destroyed Applicant File.</p> <p data-bbox="1065 1392 1511 1480">Temporary. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 2 years thereafter.)</p> <p data-bbox="1065 1503 1511 1591">Temporary. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 2 years thereafter.)</p>
347	<p data-bbox="321 1644 594 1665">APPLICANT TICKLER FILE</p> <p data-bbox="383 1688 886 1871">Consists of 3"x5" cards prepared on selected applicants and used as a follow-up. The cards are prepared in response to requests from offices which desire to have an applicant's folder forwarded at a specified future date. Filed chronologically by date of follow-up. (Current)</p>	<p data-bbox="938 1692 963 1713">.1</p> <p data-bbox="889 1986 987 2018">SECRET</p>	<p data-bbox="1068 1688 1528 1734">Temporary. Destroy after folder has been forwarded to appropriate office.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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348	<p>STATUS OF PROCESSING FILE</p> <p>Consists of Form 835, Appointment Processing Record (5"x8"), containing information on applicants, such as date of security initiation, date interim letters were sent, physical location of folder, etc. Card is used as a reference to the processing status of each applicant and as a locator on the folder. Filed alphabetically by name. (Current)</p>	2.1	Temporary. Destroy 3 months after completion of processing. (Place in inactive file upon completion of processing; destroy 3 months thereafter.
349	<p>PROCESSING TICKLER FILE</p> <p>Consists of Form 835a, Appointment Tab Control, used as a tickler for Form 835, Appointment Processing Record, and to schedule interim correspondence sent to applicants during processing. Filed chronologically by date of follow-up. (Current)</p>	.5	Temporary. Destroy upon completion of processing.
350	<p>APPLICANT INQUIRY FILE</p> <p>Consists of 3"x5" cards on applicants in process containing name of applicant and office for which he is being processed. The cards are used as a guide in answering inquiries coming from outside the Agency; the color the card indicating the amount of information which can be divulged. Filed alphabetically by name. (Current)</p>	.5	Temporary. Destroy upon applicants entrance on duty and preparation of Employee Locator Card.
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351	<p>EMPLOYEE LOCATOR FILE</p> <p>Consists of cards maintained on employees of the Agency containing name, grade, position title, office to which assigned, etc. Cards are used as guides in answering inquiries on credit references, salary, etc. The color of the card indicates the amount of information which can be divulged. Filed alphabetically by name.</p>	5.6	<p>Temporary. Disposal not authorized, retain in current files area indefinitely.</p>
352	<p>EMPLOYEE INQUIRY AND ACTION FILE</p> <p>Consists of Form 81, Record of Inquiry and Action Taken, containing a record of information on employees furnished in response to inquiries directed to the Agency. Used to determine what information has been furnished previously. Filed alphabetically by name. (1954-1955)</p>	1.5	<p>Temporary. Destroy 1 year after last inquiry. (Screen annually and destroy cards on employees on which there has been no action in the past year.)</p>
353	<p>PERSONNEL ACTION FILE</p> <p>Consists of 3 files of extra copies of SF-50, Notification of Personnel Action. The record copy of the form is filed in the appropriate Official Personnel Folder.</p> <p>a. Civil Service Commission's Copy (copy #3). Filed chronologically. (1955)</p> <p>b. Chronological Journal File Copy (copy #5). Filed by type of action. (1955)</p> <p>c. Machine Record Copy (no copy number). Used for coding information for machine record cards. Filed by type of funds and alphabetically by name thereunder. (1951-1955)</p>	<p>.5</p> <p>1.5</p> <p>35.5</p>	<p>Temporary. Destroy present accumulations immediately and discontinue future maintenance of this file.</p> <p>Temporary. Destroy present accumulations immediately and discontinue future maintenance of this file.</p> <p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP80-00487A000100250001-5		
354	<p>PERSONNEL ACTION TRANSMITTAL FILE</p> <p>Consists of lists used to transmit copies of SF-50, Notification of Personnel Action, to the Office of the Comptroller. The file is in two parts; one consisting of retained copies of the transmittals and the other containing the return signed copies.</p> <p>(1952-1955)</p>	2.6	Temporary. Destroy when 6 months old.
355	<p>LEAVE WITHOUT PAY FILE</p> <p>Consists of 3"x5" cards covering personnel on leave without pay. Cards contain name of individual, date leave without pay began, and date of expected return to duty. These cards are used to confirm date of return with the individual and as a basis for preparation of Form 377, Request for Security Clearance. Filed chronologically by date of expected return.</p> <p>(Current)</p>	.2	Temporary. Destroy upon return to duty.
356	<p>POSITION INVENTORY SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the Position Inventory Section. Filed alphabetically by subject.</p> <p>(1954-1955)</p>	1.4	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
357	COURIER RECEIPT FILE		Temporary. Destroy when 1 year old.
<p data-bbox="380 1092 878 1226">Consists of the office copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically.</p> <p data-bbox="529 1226 602 1247">(1955)</p>		.1	
358	CLASSIFIED MAIL LOG		Temporary. Destroy when 1 year old.
<p data-bbox="380 1337 878 1520">Record of the receipt and dispatch of all classified material and selected unclassified reports and correspondence. Separate logs are maintained for incoming and outgoing material, outgoing log carries courier receipt no. File maintained primarily for security reasons. Filed chronologically.</p> <p data-bbox="561 1520 699 1541">(1953-1955)</p>		.4	
359	REFERENCE PUBLICATIONS FILE		Temporary. Destroy when no longer needed for reference purposes.
<p data-bbox="375 1631 899 1703">Consists of published material such as regulations, notices, handbooks, circulars, etc., maintained for reference purposes.</p>		6.5	
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RECORDS CONTROL SCHEDULE

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SECRET

SCHEDULE NO.

10-56

25

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

Personnel, Position Evaluation Division, Office of the Chief

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
360	DIVISION SUBJECT FILE Consists of correspondence, reports, staff studies, and other papers pertaining to the operation and administration of an Agency program of position evaluation, wage administration, and the development of position standards. Filed alphabetically by subject. (1948-1955)	3.8	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter except papers pertaining to policies and procedures which will be retained in current files area indefinitely.)
361	ACTIVITY REPORTS FILE Consists of weekly activity reports covering the activities of the individual Position Evaluation Officers, Branch activities, and summary reports covering the activities of the Division. The reports include statistics on the number of position audits, number of position descriptions allocated, number of table of organization changes authorized, supergrade positions prepared for review, etc. Filed chronologically. a. Position Evaluation Officers' Reports. (1952-1955) b. Branch Reports. (1953-1955)	1.2 .2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.) Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILE IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
	c. Division Reports. (1949-1955)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
362	SEMI-ANNUAL PROGRESS REPORTS FILE Consists of narrative type reports prepared for the Director of Personnel. The reports contain summarized information taken from statistical reports and weekly reports and outline progress, program plans, and objectives. Filed chronologically. (1952-1955)	.2	Temporary. Destroy when 2 years old.
363	POSITION UPGRADING REPORT FILE Consists of a narrative report prepared monthly which contains information on Agency positions that were upgraded during the month. These reports are prepared for the Director of Personnel and the information includes justification for changes, number of changes effected, and effective date of changes. Report covers both headquarters and field positions. Filed chronologically. (1955)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
364	STATUS REPORTS FILE Consists of weekly reports on the status of T/O change requests. The reports are prepared by the Division Chief's secretary for the information of the Division and	.1	Temporary. Destroy when 1 month old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
	<p>Branch Chiefs. Information includes the control number, status, and action taken on requests and requests pending approval memoranda from the Management Staff. Filed chronologically. (1955)</p>		
365	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1951-1955)</p>	.4	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
366	<p>TABLE OF ORGANIZATION FILES</p> <p>Consists of the official record copies of the Agency table of organization; signed copies of Form 261, T/O Change Authorization; and concurrences, justifications, and comments pertaining to the changes. These files are used by the Division in coordinating all actions affecting the T/O and in maintaining a current Agency T/O as required by Regulation.</p> <p>a. Official record copies of the table of organization containing rosters of approved Agency positions. Filed organizationally. (1948-1955)</p>	5.0	<p>Permanent. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 2 years thereafter.)</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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367	<p>b. Signed copies of Form 261, T/O Change Authorization, and concurrences, justifications, and comments pertaining to the changes. Filed by project or organizationally and by position number thereunder. (1950-1955)</p> <p>T/O CHANGE LOG</p> <p>Consists of a loose-leaf binder containing a record of the receipt and dispatch of Form 261, T/O Change Authorization, received by the Division. Filed chronologically. (1954-1955)</p>	<p>9.7</p> <p>.1</p>	<p>Permanent. Disposal not authorized. (Place in a file of completed cases upon final authorization; cut off completed case file at end of each year and transfer to the Records Center 2 year thereafter.)</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
368	<p>GRADE UTILIZATION TABULATION FILE</p> <p>Consists of a machine listing containing information on Agency grade utilization and the number of incumbents in each grade. Listing is used in developing position standards, for comparison of grade structure in this Agency with that of other Agencies, and for the preparation of statistics on grade average by position. (1955)</p>	.1	Temporary. Destroy upon receipt of revised listing.
369	<p>OCCUPATION SERIES FILE</p> <p>Consists of a machine listing of occupational categories of Agency positions. Information contained on listing reflects</p>	.1	Temporary. Destroy upon receipt of revised listing.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<div style="text-align: center;"> SECRET Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5 </div>			
370	/ SUPER-GRADE CORRESPONDENCE FILE	.1	Temporary. Destroy upon receipt of revised listing.
	<p>standard Agency titles, code numbers, and grade range. Listing is used as a working media in comparing Agency titles and codes with those of the Civil Service Commission for possible Agency conformance. (1955)</p> <p>Consists of correspondence, reports, agenda of meetings, listings of super-grade positions, and related papers pertaining to the activities of the Super-Grade Review Board. Files contain information on super-grade allocations, Board recommendations on review cases, super-grade structure in other agencies, etc., and are used in furnishing information to the Area Deputy Directors and the Director of Personnel on the utilization and status of each position. Filed alphabetically by subject. (1951-1955)</p>	.6	<p>Permanent. Disposal not authorized. (Cut off at end of each year; retire to Records Center 5 years thereafter.)</p>
371	PERSONNEL BRIEFING FILE	.4	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
	<p>Consists of loose-leaf binders containing reference material used to brief new Division personnel and in some instances overseas returnees. Briefing material includes Official Terms and Definitions, Occupational Handbook of Classification Titles and Codes, Departmental Civilian Personnel Procedures Manual, etc. (Current)</p>		
<div style="text-align: center;"> SECRET Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5 </div>			

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
372	EMPLOYEE RECORD CARD FILE	SECRET	
	<p>Consists of two files, one containing an OF4b, Employee Record Card for each Division employee, and one containing 3" x 5" cards maintained on Agency employees in super-grade positions. Both OF4b and the 3" x 5" cards are used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division and super-grade personnel.</p>		
	<p>a. OF4b Employee Record Card. Filed organizationally and alphabetically by name thereunder. (Current)</p>	.1	<p>Temporary. Destroy upon separation of employee, or forward to gaining component upon transfer of employee within Agency.</p>
	<p>b. 3" x 5" cards maintained on Agency employees in super-grade positions. Filed organizationally and by position thereunder. (Current)</p>	.1	<p>Temporary. Destroy upon separation of employee.</p>
373	PERSONNEL ACTION FILE	SECRET	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.</p>
	<p>Consists of retained copies of SF52 Notification of Personnel Action, Form 275, Personnel Qualification Questionnaire, character recommendations, etc., maintained for reference purposes in administering personnel of the Division. Filed chronologically. (1955)</p>	.1	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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374	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of an unnumbered form maintained on Division employees as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically. (1954-1955)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
375	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, circulars, public laws, etc., maintained for reference purposes.</p>	15.4	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
376	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	4.0	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>

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SECRET

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Position Evaluation Division, Overt Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
377	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1952-1955)</p>	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be retained and placed in current file.)
378	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports covering the activities of the Branch. File also contains copies of reports prepared by individual Position Evaluation Officers which are summarized in the Branch reports, and includes information on position audits, number of Form 261's processed, number of position descriptions allocated, status of position standard projects, etc. Filed chronologically. (1955)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
379	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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FILES IDENTIFICATION

SECRET

VOLUME

DISPOSITION INSTRUCTIONS

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
380	<p>TABLE OF ORGANIZATION FILES</p> <p>Consists of extra copies of the Agency T/O used by the Position Evaluation Officers as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on these copies for use in verifying the revised T/O. Maintained organizationally by the Position Evaluation Officer concerned.</p>	1.2	Temporary. Destroy upon verification of revised T/O.
381	<p>T/O CHANGE LOG</p> <p>Consists of Form 192, Daily Log of Personnel Actions, used to record the receipt and dispatch of Form 261, T/O Change Authorization, by the Branch. Filed chronologically. (1953-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
382	<p>POSITION DESCRIPTION FILES</p> <p>Consists of SF75 and Form 387, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each overt position in the Agency.</p> <p>a. Current Files. Consists of the current position descriptions and related papers maintained by each Position Evaluation Officer for his area of responsibility. Filed organizationally and by position number thereunder. (1950-1955)</p>	15.4	Temporary. When position description becomes obsolete place in Obsolete File and destroy related papers.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	b. Obsolete File. Consists of the obsolete position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1949-1954)	1.4	Temporary. Disposal not authorized. (Cut off at end of each year and transfer to the Records Center 1 year thereafter.)
383	NSC POSITION DESCRIPTION FILE		
	Consists of SF75 Position Description, with related correspondence and reports. The file contains the record copy of the description and other information on each position in the National Security Council.		
	a. Current File. Consists of the current position descriptions and related papers. Filed organizationally and by position number thereunder. (1950-1955)	.6	Temporary. When position description becomes obsolete place in Obsolete File and destroy related papers.
	b. Obsolete File. Consists of the obsolete position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1950-1955)	.1	Temporary. Disposal not authorized. (Cut off at end of each year and transfer to the Records Center 1 year thereafter.)
384	POSITION NUMBER REGISTER		
	Consists of Form 37-69, T/O Position Number Register, and 5"x8" cards containing information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Files are maintained to facilitate reference to Agency positions.		
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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385	a. Form 37-69, T/O Position Number Register, presently being converted to 5"X8" cards. Filed organizationally and by position number thereunder.	.4	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	b. 5"X8" Card register. Filed organizationally and by position number thereunder.	1.0	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	POSITION DESCRIPTION TRANSMITTAL Consists of an unnumbered form titled "Transmittal and Control Sheet" used to transmit copies of Form 387, Position Description, to the Personnel Assignment Division for concurrence. Transmittals are returned to this Branch and filed for reference purposes. Filed chronologically by date of transmittal. (1955)	.1	Temporary. Destroy when 6 months old.
386	POSITION EVALUATION SURVEY FILES Consists of case files containing correspondence, survey reports, functional statements, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analyses of positions, grade structures, position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Filing arrangement varies with each file. (1952-1955)	4.3	Temporary. Destroy when no longer needed for reference purposes.
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SECRET

ITEM NO.	FILES IDENTIFICATION	SECRET VOLUME	DISPOSITION INSTRUCTIONS
387	<p>POSITION EVALUATION OFFICERS' WORKING FILES</p> <p>Consists primarily of correspondence on special projects, wage schedules, office notices, pamphlets, etc., not contained in the survey files. Files are maintained by individual Position Evaluation Officers for reference. Filing arrangement varies with each file.</p> <p>(1952-1955)</p>	2.4	Temporary. Destroy when no longer needed for reference purposes.
388	<p>WAGE ADMINISTRATION FILE</p> <p>Consists of copies of wage schedules, copies of notification of approval of schedules, lists of pay rates forwarded to [] and related correspondence. Information includes locality wage rates for specific occupations such as trade or craft, consultants, indigenous labor, etc. Wage schedules are reviewed and approved by the Branch for Agency use. Filed by geographic area.</p> <p>(1953-1955)</p>	.4	Temporary. Destroy when superseded or obsolete.
389	<p>PERSONNEL ACTION LOG</p> <p>Consists of a loose-leaf binder containing copies of Form 192, Daily Log of Personnel Actions, used to record the receipt and dispatch of SF52, Request for Personnel Action, charged to the Branch. Filed chronologically.</p> <p>(1954-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
390	LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	1.0	Temporary. Return to Library when no longer needed for reference purposes.
391	REFERENCE PUBLICATIONS FILE Consists of published material such as CIA Regulations and Notices, OP Memorandums, Position Classification Standards, and similar reference material.	13.4	Temporary. Destroy when no longer needed for reference purposes.

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SECRET

SCHEDULE NO.

40-56

40-56

OFFICE, DIVISION, BRANCH

SIGNATURE

CONCURRENCE

Personnel, Position Evaluation Division, Covert Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
392	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1952-1955)	.7	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be retained and placed in current file.)
393	ACTIVITY REPORTS FILE Consists of bi-weekly reports containing a summary of the activities of the Branch. The reports include statistics on position audits, number of position descriptions allocated, Form 261's processed, etc. Filed chronologically. (1954-1955)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
394	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically by fiscal year. (1952-1956)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
395	<p>TABLE OF ORGANIZATION FILES</p> <p>Consists of extra copies of the Agency T/O used by the Position Evaluation Officers as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on these copies for use in verifying the revised T/O. Maintained organizationally by the Position Evaluation Officer concerned.</p>	1.2	Temporary. Destroy upon verification of revised T/O.
396	<p>T/O CHANGE FILE</p> <p>Consists of retained copies of Form 261, T/O Change Authorization, and copies of requests for changes, concurrences, etc. Files are maintained by the Branch for reference purposes, the record copies of Form 261, concurrences, etc., are maintained in the Office of the Chief. Files are arranged organizationally or by Project as appropriate and chronologically by date of approval thereunder. (1950-1955)</p>	3.7	Temporary. Destroy when 6 months old.
397	<p>POSITION DESCRIPTION FILES</p> <p>Consists of SF75 and Form 387, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each covert position in the Agency.</p>		
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
398	POSITION NUMBER REGISTER		
	a. Current Files. Consists of the current position description and related papers maintained by each Position Evaluation Officer for his area of responsibility. Filed organizationally and by position number thereunder. (1952-1955)	12.1	Temporary. When position description becomes obsolete place in Obsolete File and destroy related papers.
	b. Obsolete File. Consist of the obsolete position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1946-1953)	4.0	Temporary. Disposal not authorized. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
	Consists of Form 37-69, T/O Position Number Register, and 5" x 8" cards containing information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Files are maintained to facilitate reference to Agency positions.		
	a. Form 37-69, T/O Position Number Register, presently being converted to 5" x 8" cards. Filed organizationally and by position number thereunder.	4	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	b. 5" x 8" card register. Filed organizationally and by position number thereunder.	5.5	Temporary. Disposal not authorized. Retain in current files area indefinitely.

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ITEM NO.	FILES IDENTIFICATION	VOLUME #	DISPOSITION INSTRUCTIONS
399	<p>POSITION EVALUATION SURVEY FILES</p> <p>Consists of case files containing correspondence, survey reports, functional statements, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analyses of positions, grade structures, position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Each file is arranged organizationally by division. (1952-1955)</p>	2.4	Temporary. Destroy when no longer needed for reference purposes.
400	<p>PERSONNEL ACTION LOG</p> <p>Consists of a loose-leaf binder containing copies of Form 192, Daily Log of Personnel Actions, used to record the receipt and dispatch of SF52, Request For Personnel Action, charged to the Branch. Filed chronologically. (1954-1955)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
401	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, CSC Position Classification Standards, and similar reference material.</p>	4.0	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE 5/11/21 : CIA-RDP78-00487A000100250001-5

SECRET

SCHEDULE NO.

7A000100250001-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Personnel, Position Evaluation Division, Standards Branch

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
402	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1953-1955)	.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be retained and placed in current file.)
403	ACTIVITY REPORTS FILE Consists of bi-weekly reports covering the activities of the Branch. Reports contain narrative information on position standard projects being conducted, reviewed, coordinated; position standards being reviewed for reclassification; etc. Filed chronologically. (1954-1955)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
404	POSITION STANDARDS WORKING FILE Consists of copies of correspondence, reports, staff studies, locality pay schedules, and related papers. Files contain information pertaining to performance standards, man power control systems, competitive pay levels, point rating plans, etc.; used in developing position standards. Filed alphabetically by subject. (1950-1955)	4.3	Temporary. Destroy when no longer needed for reference purposes.

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FILES IDENTIFICATION

SECRET

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

405

POSITION DESCRIPTION FILE

Consists of extra copies of SF 75 and Form 387, Position Description, used by the Branch for reference purposes in developing position standards. Files arranged by occupational code and by grade level thereunder. (1946-1955)

7.5

Temporary. Destroy when position description becomes obsolete.

406

OCCUPATIONAL HANDBOOK FILE

Consists of copies of the "Occupational Handbook of Classification Titles And Codes" and the reproduction negatives for the handbook. This handbook was developed by the Branch to serve as a working media for the assignment of standard titles and codes to Agency positions, for the occupational coding of employee qualifications, and as a reference to position statistics, etc. Record copies of the handbook are maintained by the Regulations Control Staff.

- a. Occupational Handbook of Classification Titles And Codes. Arranged by occupational code numbers.
- b. Reproduction negatives for the occupational handbook.

5.7

Temporary. Destroy when superseded or obsolete.

.4

Temporary. Destroy when superseded or obsolete.

407

POSITION AND QUALIFICATION STANDARDS FILE

Consists of copies of Agency Position and Qualification Standards. These standards were developed by the Branch and serve as working guides for the determination of title, occupational code, and grade of Agency positions and for the determination of appropriate qualifications of individuals assigned to positions.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
408	a. Position and Qualification Standards, Arranged by occupational code numbers.	2.0	Temporary. Destroy when superseded or obsolete.
	b. Reproduction negatives for position and qualification standards.	.4	Temporary. Destroy when superseded or obsolete.
	POSITION EVALUATION CHART FILE		
	Consists of working copies of Position Evaluation Charts containing information on positions such as grade level, scope and effect, supervision or guidance received, etc. Copies of these charts will be incorporated in the position standards upon final coordination and approval.	1.0	Temporary. Destroy upon publication in a position standard.
409	POSITION STANDARDS INDEX		
	Consists of a loose-leaf binder containing listings of position standards and qualification standards published or in process. Listings are used for reference purposes. (1955)	.2	Temporary. Destroy when superseded or obsolete.
410	CHARGE-OUT LOG		
	Consists of a log used to charge position standards, qualification standards, and position descriptions out of the Branch. Information on log includes publication title or code series, charge-out date, name, date returned, etc. (1955)	.1	Temporary. Destroy when 3 months old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<div>SECRET</div> <div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</div>		
411	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, position standard handbooks, CSC standards, guides, etc., maintained for reference purposes.</p>	19.3	Temporary. Destroy when no longer needed for reference purposes.
412	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	2.0	Temporary. Return to Library when no longer needed for reference purposes.
	<div>SECRET</div> <div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</div>		

RECEIVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO. 10-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Contract Personnel Division, Office of the Chief

25

Acting Chief CPD 10 Aug/56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
413	DIVISION SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the drafting of contracts for personal services of individuals, commercial firms, and educational institutions; computation of equalization allowances; and the administration and processing of staff agents. Filed alphabetically by subject. (1952-1956)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
414	ACTIVITY REPORTS FILE Consists of narrative reports prepared bi-weekly for the Director of Personnel. These reports contain information on the development of contracts, special staff agent cases, classification of Posts for pay purposes, equalization allowances granted, etc. Filed chronologically. (1955-1956)	.1	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
415	PROGRESS REPORTS FILE Consists of semi-annual and annual reports prepared for the Director of Personnel. These reports contain summarized information taken from the bi-weekly reports and outline progress, program plans, and objectives. Filed chronologically. (1954-1955)	.1	Temporary. Destroy when 5 years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
416	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1952-1956)</p>	.6	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
417	<p>DIVISION PERSONNEL FILE</p> <p>Consists of copies of personnel documents which reflect the assignment, transfer and promotion of Division employees; also includes OF4b and other information used in administering the activities of Division personnel. Filed alphabetically by surname. (Current)</p>	.2	<p>Temporary. Destroy 6 months after transfer or separation of employee.</p>
418	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	1.2	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>

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SCHEDULE NO. 40-56
40-56
37A000100250001-5

SECRET

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Contract Personnel Division, Special Contracting Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
419	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1950-1956)	1.3	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
420	PERSONAL SERVICES FOLDER FILE Consists of case files containing papers documenting the assignments of detailed military personnel and the personal services of an employee on a contract basis.		
	a. Detailed Military Personnel Folders. Files contain copies of the Letters of Authorization, Amendments, the Military Detail Information Check List, etc. Filed alphabetically by pseudonym. (Current)	6.0	Temporary. (File folders alphabetically by name in inactive file upon completion of assignment. Cut off inactive file at end of each year; transfer to active <i>Records Center</i> 3 years thereafter.)
	b. Contract Personnel Folders. Files contain copies of the contract, amendments, and other supporting papers. Filed alphabetically by pseudonym or cryptonym as appropriate. (Current)	26.5	Temporary. (File folders alphabetically by name in inactive file upon termination of contract. Cut off inactive file at end of each year; transfer to active <i>Records Center</i> 3 years thereafter.)

SECRET

See memorandum from Chief CPO dtd 24 Sept 56 for Authorized Clg's

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
421	<p>CONTRACT CONTROL FILE</p> <p>Consists of copies of Form 334, Contract Control, used to record contract data and to notify area divisions of contract expirations. Form contains information on original contract date, amendments, names and status of individual, compensation, etc. Arranged organizationally and alphabetically by project and pseudonym thereunder.</p> <p>(1949-1956)</p>	<p>SECRET</p> <p>4.3</p>	<p>Temporary. Destroy when 3 years old. (Place in inactive file upon expiration of contract; cut off inactive file at end of each year and destroy 3 years thereafter.)</p>
422	<p>CONTRACT EXPIRATION AND RENEWAL FILE</p> <p>Consists of a file maintained in two parts containing information on expiring contracts and contracts for which renewals have been requested.</p> <p>a. Consists of retained copies of covering memoranda and copies of listings containing the name of each individual whose contract is expiring. Listings are forwarded to the area divisions for appropriate action. Filed organizationally.</p> <p>(1951-1955)</p> <p>b. Incoming memoranda containing the names of those individuals for which the area divisions requested renewal of contract. Filed organizationally.</p> <p>(1951-1955)</p>	<p>.3</p> <p>.3</p>	<p>Temporary. Destroy when 6 months old.</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
423	<p>DOCUMENTATION CARD LOG</p> <p>Consists of 5" X 8" cards maintained on contract personnel, staff agents, and detailed military personnel, and a 3" X 5" cross reference. The 5" X 8" cards are used to record the receipt and dispatch of correspondence and documents.</p>	<p>SECRET</p>	<p>87A000100250001-5</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5	SECRET	
	<p>a. 5" X 8" cards containing employee pseudonym, area division to which assigned, and a code number used as a cross reference. These cards are used to record the receipt and dispatch of documentation on contract personnel, staff agents, detailed military personnel, and are filed alphabetically by pseudonym. (1951-1956)</p>	6.0	<p>Temporary. (Place in inactive file upon termination of services. Cut off inactive file at end of each year; transfer to File 3 years thereafter.)</p> <p><i>Records Center</i></p> <p><i>See memorandum signed by Chief CPO dtd 24 Sept 56 for change authorization.</i></p>
	<p>b. 3" X 5" cross reference maintained in two sets; one set arranged numerically by code number; and one set arranged alphabetically by name.</p>	1.2	<p>Temporary. Destroy upon transfer of related 5" X 8" card log.</p>
424	<p>AGREEMENTS FILE</p> <p>Consists of retained copies of various types of agreements between the Agency and individual companies, commercial firms, etc. File also contains information on plans for the internal processing and integration of individuals into the organizations; the organization and function of the companies, firms, etc.; and serves as the documentation for certain projects and participants in the projects. Filed alphabetically by project. (1952-1956)</p>	4.0	<p>Permanent. Disposal not authorized. (Place in file of completed projects upon termination of project; cut off completed project file at end of 2 years and transfer to Records Center.)</p>
425	<p>SAMPLE CARDS</p> <p>Consists of 5" X 8" card files containing sample paragraphs used as guides in preparing routine contracts. A reference card file is maintained by each person responsible for preparation of contracts. Filed alphabetically by paragraph subject content. (Current)</p>	1.0	<p>Temporary. Destroy when superseded or obsolete.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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426	<p>SELECTED CONTRACT FILES</p> <p>Consists of copies (in addition to those in the appropriate Contract Personnel Folder) of contracts selected for possible later use as guides in the preparation of similar contracts.</p>	<p>SECRET</p> <p>.4</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
427	<p>APPOINTMENT REFERENCE FILE</p> <p>Consists of copies (in addition to those in the individual Staff Agent Files) of Letters of Appointment maintained for reference and guides in the preparation of similar letters. Filed alphabetically by pseudonym. (1954-1956)</p>	<p>.4</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
428	<p>CONTRACT CORRESPONDENCE FILE</p> <p>Consists of loose-leaf binders containing copies of incoming and outgoing correspondence pertaining to the preparation of contracts, contract amendments, cancellations, etc. Copies of outgoing correspondence may be duplicated in the Convenience Reading File. Arranged organizationally and chronologically thereunder. (1952-1955)</p>	<p>.6</p>	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>
429		<p>.2</p>	<p>Temporary. Destroy 1 year after expiration of agreement.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
430	<p>COURIER RECEIPT FILE</p> <p>Consists of the Branch copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1955-1956)</p>	<p>SECRET</p> <p>.2</p>	<p>437A000100250001-5</p> <p>Temporary. Destroy when 1 year old.</p>
431	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.</p>	<p>.5</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
432	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	<p>3.0</p>	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>

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SCHEDULE NO. 10-56
37A000100250001-5

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Contract Personnel Division, Processing Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
433	<p>STATISTICAL REPORTS FILE</p> <p>Consists of an unnumbered form titled "Status of Staff Agents," prepared monthly to furnish statistics to the Statistical Reporting Branch to be included in the appropriate registers. Information includes the number of staff agents on duty at end of month, gross gains and losses, number in process, etc. Filed chronologically. (1954-1956)</p>	.2	Permanent. Disposal not authorized. Retain in current files area indefinitely.
434	<p>SPECIAL REPORTS FILE</p> <p>Consists of reports prepared in response to a request on the status and activities of staff agents. Reports are primarily for area division information and contain procedures for processing staff agent actions, staff agents who are retired military personnel, number of agents on duty, etc. Arranged alphabetically by subject matter. (1954-1955)</p>	.1	Temporary. Destroy when 2 years old.
435	<p>OFFICIAL STAFF AGENT FOLDER FILES</p> <p>Consists of two files maintained on staff agents. Files contain papers which completely document the service of an employee as a staff agent and are maintained separately for security reasons.</p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	<p>a. Folder File. Consists of request for appointment of individual as staff agent, Staff Agent Letter of Appointment, SF52, Request for Personnel Action, etc. Folders contain a code number cross referenced to the Confidential Jacket File and are filed alphabetically by pseudonym. (Current)</p> <p>b. Confidential Jacket File. Consists of documents in true name such as Form 57, Personal History Statement, Form 259, Medical Action Request and Report, Pseudonym Acknowledgement Form, etc., and filed numerically by code number. (Current)</p>	<p>13.5</p> <p>6.0</p>	<p>Temporary. Upon termination of employees service as a staff agent.</p> <ol style="list-style-type: none"> 1. Sterilize documents in folder. 2. Forward to Records and Services Division for incorporation in the Official Personnel Folder. <p>Temporary. Upon termination of employee's service as a staff agent forward to Records and Services Division for incorporation in the Official Personnel Folder.</p>
436	<p>STAFF AGENT RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, maintained on staff agents and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of staff agents. Filed organizationally and by pseudonym thereunder. (Current)</p>	.2	Temporary. Destroy 1 year after termination of staff agent status.
437	<p>STAFF AGENT POLICY FILE</p> <p>Consists of a loose-leaf binder containing memoranda, excerpts from regulations and notices, Office of Personnel Memoranda, etc. File is used in the general administration of staff agents and provides information on leave, promotion, marriage, separations, etc. Arranged alphabetically by subject. (1954-1956)</p>	.1	Temporary. Destroy when no longer needed for reference purposes.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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438	<p>PAYROLL CHANGE FILE</p> <p>Consists of copies (in addition to those maintained in the appropriate Staff Agent Folder) of SF 1126, Payroll Change Slip. File is maintained for reference to payroll changes effected by periodic step increase, promotion, etc. Arranged organizationally and chronologically thereunder.</p> <p>(1953-1956)</p>	.6	Temporary. Destroy when 6 months old.
439	<p>FITNESS REPORT NOTIFICATION FILE</p> <p>Consists of retained copies of form letters sent to area divisions as notifications to prepare Fitness Reports on staff agents. File also contains some notifications of overdue Fitness Reports. Arranged organizationally and chronologically thereunder.</p> <p>(1955-1956)</p>	.2	Temporary. Destroy when 3 months old.
440	<p>STAFF AGENT MACHINE LISTINGS</p> <p>Consists of copies of machine listings containing rosters of staff agents and statistical information on staff agent activities, maintained for reference in preparing the "Status of Staff Agents" statistical reports.</p> <p>(1955-1956)</p>	.3	Temporary. Destroy upon receipt of new listing.
441	<p>REQUEST FOR PERSONNEL ACTION FILE</p> <p>Consists of copies (in addition to those in the appropriate Staff Agent Folder) of SF52, Request for Personnel Action, maintained for convenience of reference. Filed chronologically.</p> <p>(1953-1956)</p>	1.6	<p>Actions prior to 1 July 1956 - Permanent. Disposal not authorized. Transfer to Records Center when 5 years old.</p> <p>Actions after 1 July 1956 - Temporary. Destroy when 1 year old.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
442	<p>TRANSMITTAL FILE</p> <p>Consists of returned signed copies of manifests which accompanied staff agent personnel actions and other actions to the appropriate offices. Filed chronologically. (1953-1956)</p>	.6	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
443	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, OP Directives, and similar reference material.</p>	2.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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RECORDED CONTROL SCHEDULE 5
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO.

40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Contract Personnel Division, Allowances Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
444	<p>ALLOWANCES WORKING FILE</p> <p>Consists of correspondence, reports, and other papers pertaining to the computation of equalization allowances, processing of allowance claims, educational claims, etc. Filed alphabetically by subject. (1952-1956)</p>	.8	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
445	<p>POST ALLOWANCE CLASSIFICATION FILE</p> <p>Consists of 5"x8" cards containing information on allowances authorized for use at posts where formalized allowances have not been established. Cards contain country name, location of post, the classification for each type of allowance, and are used as guides when processing claims for these allowances. Filed alphabetically by post name. (1955-1956)</p>	.1	Temporary. Destroy when superseded or obsolete.
446	<p>EQUALIZATION ALLOWANCE FILE</p> <p>Consists of 5"x8" cards maintained on employees who have been given equalization allowances in addition to regular post allowances. Cards contain employee name, type of allowance granted, family status, etc., and serves as a reference to those employees granted equalization allowances. Arranged alphabetically by country and post and by employee name thereunder. (1952-1955)</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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447	SEPARATION AND SPECIAL ALLOWANCE FILE Consists of case files maintained on employees who have been given separation or special allowances. Cases contain requests for allowances from the area divisions, copies of the letters of authorization prepared by this office and other related correspondence. Filed alphabetically by name. (1953-1956)	2.5 SECRET	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
448	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, salary tables, travel regulations, public laws, etc., maintained for reference purposes.	11.0 SECRET	Temporary. Destroy when no longer needed for reference purposes.
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SCHEDULE NO. 10-56
7A000100250001-5

OFFICE, DIVISION, BRANCH

Personnel, Benefits and Casualty Division, Office of the Chief

CONCURRENCE

25

Chief 14 Aug 1956

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
449	DIVISION SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the operation of a program of life, health, and certain incidental insurance coverages for Agency personnel; the processing of claims resulting from these coverages; the counseling and guidance of personnel concerning Civil Service Retirement benefits; and the general supervision of the CIA Credit Union. Filed alphabetically by subject. (1954-1956)	3.4	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
450	MORNING REPORTS FILE Consists of reports prepared daily by the branches containing information on the previous days activities. These reports are submitted to the Division Chief for informational purposes. Filed chronologically. (1955-1956)	.1	Temporary. Destroy when 3 months old.
451	ACTIVITY REPORTS FILE Consists of bi-weekly activity reports covering the activities of the branches and summary reports for the Division which are submitted to the Director of Personnel. Reports contain information on claims settled, refunds issued, new applications received, MIA cases, etc. Filed chronologically. (1954-1956)	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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452	SEMI-ANNUAL PROGRESS REPORTS FILE		
	Consists of narrative reports prepared for the Director of Personnel. The reports contain summarized information taken from the bi-weekly reports and outline progress, program plans, and objectives. Filed chronologically by fiscal year. (1955-1956)	.1	Temporary. Destroy when 2 years old.
453	CONVENIENCE FILE (Reading)		
	Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1953-1956)	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
454	CREDIT UNION BOARD OF DIRECTORS FILE		
	Consists of the official minutes, reports, and other correspondence related to the meetings of the Board of Directors for the Northwest Federal Credit Union. File contains information on the financial status and policies and procedures for the internal operation of the Credit Union system. Filed alphabetically by subject. (1952-1956)	1.8	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to the Records Center 2 years thereafter.)
455	REVOLVING FUNDS FILE		
	Consists of retained copies of Form 33-16, Accounting by Individual For Advance, Form 36-126, Reimbursement For Transportation Expense, and related correspondence reflecting accountability for expenditures on a monthly basis. This file contains information on funds used for emergency transportation expenses by the Division. Filed chronologically. (1952-1956)	.1	Temporary. Destroy when 4 years old. (Cut off at end of each year; destroy 4 years thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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456	CABLE FILE Consists of a record of the receipt and dispatch of cables received from field offices and forwarded to the branches for action. Contains information on subject matter, cable number, date received, to whom sent, etc. After appropriate action cables are also placed in this file. File arranged organizationally and chronologically thereunder. (1954-1956)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
457	MASTER INSURANCE POLICY FILE Consists of master insurance policies issued by companies insuring agency employees. These policies serve as a source of reference to the insured for policy limitations, coverages, etc. Individual policies were not issued by the United Benefit Life Insurance Company. (Current)	1.0	Permanent. Disposal not authorized by this schedule. (Retain in current files area indefinitely.)
458	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, GEHA leaflets, etc., maintained for reference purposes.	2.3	Temporary. Destroy when no longer needed for reference purposes.
459	LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	3.0	Temporary. Return to Library when no longer needed for reference purposes.
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SCHEDULE NO.
7A000100250001-5

OFFICE, DIVISION, BRANCH

Personnel, Benefits and Casualty Division, Insurance Branch

CONCURRENCE

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
460	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, and related papers pertaining to the Agency Insurance Program and the general administration of the activities of the Branch. Filed alphabetically by subject.</p> <p>(1953-1956)</p>	3.0	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except papers relating to establishment of programs with underwriters which will be retained indefinitely.)</p>
461	<p>INSURANCE CORRESPONDENCE FILES</p> <p>Consists of correspondence, reports, dispatches, and related papers pertaining to the administration of the insurance program. Files contain information on changes of policy coverages, delinquent premium payments, application cancellations, claims settlements, etc. These files are a part of the Subject File maintained separately for convenience of reference. Filed alphabetically by subject.</p> <p>(1950-1956)</p>	3.3	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>
462	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports covering the activities of the Branch. These reports contain statistics on new applications received, claims settled, refunds issued, delinquent premium payments, etc. Filed chronologically.</p> <p>(1955-1956)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
463	SEMI-ANNUAL PROGRESS REPORTS FILE		
	Consists of narrative type reports prepared for the Division Chief containing summarized information taken from the bi-weekly reports. These reports also contain information on major accomplishments and significant developments. (1955-1956)	.1	Temporary. Destroy when 2 years old.
464	DEATH BENEFITS AND CLAIMS FILES		
	Consists of copies of reports, certificates, and related correspondence accumulated by the Branch during the processing of claims for deceased employees. Types of material includes copies of the Death Claim Certificate, Proof of Death Certificate, beneficiaries acknowledgement of payment, etc. Filed chronologically. (1955)	.1	Temporary. Upon final processing of the claim forward all material on each case to the Casualty Affairs Branch to be incorporated in the appropriate case file. (item 488.)
465	INSURANCE PROGRAMS FILES		
	Consists of the original applications, enrollment cards, and copies of certificates of insurance prepared for employees who are members of the various insurance programs in which the Agency participates.		
	a. WAEPA File. Consists of copies of certificates for life insurance coverages issued by the War Agencies Employees Protective Association. This file also includes the Accidental Death Clause, Employees Statement of Health, and Form 37-191, Insurance Application Attachment. Filed numerically by certificate number. (1947-1955)	9.0	Disposal not authorized by this schedule. (Place in inactive file upon cancellation of policy; cut off inactive file at end of each year and transfer to records Center 1 year thereafter.)

25X1

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ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	<p>1. Specified Disease Tickler File. Consists of 3" x 5" cards containing name of employee, policy number, effective date, and amount of premium. These cards are used to notify employees of premium due dates. Filed chronologically by date premium is due. (1955-1956)</p>	.1	Temporary. Destroy upon cancellation of contract.
	<p>g. Income Replacement File. Consists of a 5" x 8" Enrollment Card containing employee's name, contract number, signature, etc., and a ledger sheet showing premiums collected and payments to the underwriter. Filed alphabetically by name. (1955-1956)</p>	.1	Disposal not authorized by this schedule. Retain in current files area indefinitely.
466	<p>INSURANCE POLICY AND CONTRACT NUMBER REGISTERS</p> <p>Consists of individual registers used to assign policy and contract numbers to participating members of the various insurance programs. Registers contain name of employee, number, assigned, effective date, and amount of premium. Files arranged numerically by policy or contract number (1953-1956)</p>	.6	Permanent. Disposal not authorized. Retain in current files area indefinitely.
467	<p>PREMIUM COLLECTION FILES</p> <p>Consists of invoices, machine listings, and daily cash records prepared and used as working tools in the collection and recording of insurance premium payments.</p> <p>a. Invoice Files. Consists of copies of invoices containing names, contract numbers, and amount of premiums collected for those individuals making premium payments to Agency collectors. Filed chronologically. (1948-1956)</p>	4.0	Temporary. Destroy 2 years after audit. (Cut off file at end of each year; destroy 2 years after audit.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>b. Daily Cash Record Files. Consists of extra copies of an unnumbered form, titled "Daily Cash Record." This record contains an account of all monies collected and disbursed by the cashiers on a daily basis. Official copies are maintained in the Voucher File. Filed chronologically. (1951-1956)</p> <p>c. Machine Listings. Consists of machine listings containing the names of those employees making premium payments by payroll deductions. Listings are used to post premiums to payment cards. Filed chronologically. (1954-1956)</p>	<p>.8</p> <p>1.6</p>	<p>Temporary. Destroy when 6 months old.</p> <p>Temporary. Destroy when 1 year old.</p>
468	<p>UNCOLLECTED FUNDS FILE</p> <p>Consists of 3" X 5" cards prepared on employees whose checks were not acceptable by the bank. Cards contain name of employee, date of check and amount, reason for non-payment, and disposition of case. Filed alphabetically by name. (1953-1956)</p>	.1	Temporary. Destroy each card upon final disposition of case.
469	<p>PREMIUM POSTING CARD FILE</p> <p>Consists of 5" X 8" cards used to record premium payments of WAEPA policy holders. The cards contain name, policy number, effective date, beneficiary, and amount of premium paid. Cards for cancelled policies are maintained separately. Filed alphabetically by name. (1952-1956)</p>	2.5	Temporary. Destroy 4 years after audit. (Place in inactive file upon cancellation of policy; cut off inactive file at end of each year and destroy 4 years after audit.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
470	PREMIUM PAYMENTS FILES Consists of copies of listings, Group Billing Controls, and covering memorandums which accompanied checks sent to the underwriters as payment of premiums for the various types of insurance. Listings and billings contain policy or contract number, amount being paid for each, new and cancelled policies for the month, etc. Filed chronologically. (1947-1956)	2.2	Temporary. Destroy 4 years after audit. (Cut off file at end of each year; destroy 4 years after audit.)
471	CLAIMS REIMBURSEMENT FILE Consists of retained copies of letters forwarded to the Mutual Benefit Health and Accident Association as requests for reimbursement on claims paid by the Branch. The letters contain the total amount of the claim and an itemized list of expenses involved. The receipt portion of the check is attached to the appropriate letter when payment is received. Filed chronologically. (1953-1956)	1.2	Temporary. Destroy when 2 years old. (Cut off at the end of each year; destroy 2 years thereafter.)
472	HOSPITALIZATION CLAIMS REGISTER FILE Consists of an unnumbered form, titled "Settlement of Mutual Hospitalization Claims" used as a reference to claims preprocessed by the Branch and as a check against double payment. Information on forms include name, policy number, date patient was hospitalized, amount paid, etc. Filed alphabetically by name. (1954-1956)	1.0	Disposal not authorized by this schedule. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
473	REJECTED CLAIMS FILE		
	Consists of cases on employees whose claims for hospitalization reimbursement have been refused. File contains correspondence and related papers pertaining to reasons for refusal of payment, nature of illness, medical treatment received, etc. Filed alphabetically by name of employee. (1955-1956)	.1	Temporary. Destroy when 5 years old.
474	CHECK STUB FILE		
	Consists of check stubs being held as a receipt of payment pending return of the cancelled checks. Stubs contain a running balance of the account. Filed numerically. (1950-1956)	.3	Temporary. Destroy when 1 year old.
475	BANK STATEMENT FILE		
	Consists of bank statements and cancelled checks returned from the banks reflecting deposit and expenditure of funds. The bank statements show deposits, checks drawn on the account, and the current balance. Cancelled checks represent receipts for payment of claims, premium payments to the underwriters, etc. Filed chronologically. (1948-1956)	1.2	Temporary. Destroy 4 years after audit. (Cut off file at end of each year; transfer to Records Center 1 year thereafter.)
476	VOUCHER FILES		
	Consists of vouchers and other supporting papers prepared to reflect a complete accounting of all funds collected and disbursed by the Branch. Types of vouchers include those prepared for refunds to employees, daily cash collections from the cashier, premium payments to the underwriters, claims paid, payroll deductions, etc. Filed numerically by voucher number. (1948-1956)	24.0	Temporary. Destroy 4 years after audit. (Cut off file at end of each year; Transfer to Records Center 1 year thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
477	GENERAL LEDGER FILES Consists of general ledgers and balance sheets maintained as accounting records for the receipt and disbursement of funds for the Insurance Programs. a. General Ledgers. Consists of general ledgers containing debit and credit entries and reflecting receipts and expenditures in summary. (1953-1956) b. Balance sheets. Prepared to balance cash receipts and expenditures on a monthly basis and serves as a worksheet for the annual balancing of the general ledger. (1950-1956)	SECRET .8 .1	Permanent. Disposal not authorized. (Begin new ledgers each year; transfer to Records Center 2 years after audit.) Temporary. Destroy each years accumulation 3 months after balancing the general ledger.
478	INSURANCE PREMIUM DEDUCTION NOTICE FILE Consists of retained copies of form letters authorizing payroll deductions for insurance premium payments. Original copies of these letters are forwarded to the Office of the Comptroller to have the names included in a machine listing. Filed chronologically. (1956)	.1	Temporary. Destroy upon verification of revised listing.
479	DELINQUENT PREMIUM NOTICE FILE Consists of retained copies of form letters sent to employees as notifications of delinquency in paying insurance premiums. Filed chronologically. (1955-1956)	.4	Temporary. Destroy when 3 months old.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
480	MACHINE LISTINGS	.2	Temporary. Destroy upon receipt of revised listings.
	Consists of machine listings containing rosters of personnel participating in the insurance programs and statistical information on insurance activities, maintained for convenience of reference.		
	a. UBLIC Listings. Containing employee name, policy number, effective date, pre-paid premiums, year in which policy will be cancelled, etc. (1956)	.2	Temporary. Destroy upon receipt of revised listings.
	b. WAEPA Listings. Containing employee name, policy number, date of last payment, pre-paid premiums, etc. (1951-1956)	3.9	Temporary. Destroy upon receipt of revised listings. (Pending internal audit of accounts.)
	c. Unvouchered Funds Listings. Containing the names of those employees for which payroll deductions are made for insurance premium payments and serves as a reference to the responsible payroll clerk. (1956)	.8	Temporary. Destroy when 2 years old.
481	CORRESPONDENCE AND MAIL LOG	.2	Temporary. Destroy when 1 year old.
	Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail received by the Branch. Separate logs are maintained for incoming and outgoing material. Arranged organizationally and chronologically thereunder. (1955-1956)		
482	REFERENCE PUBLICATIONS FILE	4.4	Temporary. Destroy when no longer needed for reference purposes.
	Consists of published material such as regulations, notices, handbooks, circulars, etc., maintained for reference purposes.		

RECORDS CONFERENCE 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO. 40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Benefits and Casualty Division, Casualty Affairs Branch

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

483

BRANCH SUBJECT FILE

Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject.
(1952-1956)

2.6

Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter, except papers related to establishment of programs which will be retained indefinitely.)

484

MORNING REPORTS FILE

Consists of reports prepared daily for the Division Chief. Reports contain information on the previous day's activities such as meetings attended, significant requests, personal contacts made, etc. Filed chronologically.
(1956)

.1

Temporary. Destroy when 3 months old.

485

ACTIVITY REPORTS FILE

Consists of reports prepared bi-weekly for the Division Chief covering the activities of the Branch. Reports contain information on death claim cases, new cases received, eligibility of contract employees for Agency medical benefits, etc. Filed chronologically.
(1953-1956)

.2

Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
486	<p>PROGRESS REPORTS FILE</p> <p>Consists of progress reports prepared semi-annually and annually for the Division Chief. These reports contain summarized information taken from the bi-weekly reports and outline progress, program plans, and objectives. Filed chronologically by fiscal year. (1954-1956)</p>	.2	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
487	<p>RETIREMENT CASE FILES</p> <p>Consists of case files maintained on Agency employees who have retired from the government service. Documents in these files are used by the Branch in processing each case and include SF2801, Application for Retirement, Form 46-48, Notice of Approval of Disability Retirement Application, Medical Action Request And Report, etc. Record copies of pertinent documents are filed in the Official Personnel Folder. Filed alphabetically by name. (1954-1955)</p>	.2	Temporary. Destroy 6 years after date of last action on case.
488	<p>DEATH BENEFITS AND CLAIMS FILES</p> <p>Consists of case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents include copies of Certificate of Death, Form 645, Statement of Death, SF2800 Application for Death Benefits, Form 901, Emergency/Casualty Report, and other related correspondence. Filed alphabetically by name. (1954-1956)</p>	.3	Disposal not authorized by this schedule. (Place in file of completed cases upon final settlement of claim; retain in current files area indefinitely.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
489	<p>COMPENSATION CLAIMS FILES</p> <p>Consists of case files maintained on employees who have filed claims for compensation or medical treatment and includes a 3" X 5" card index. Files contain reports and correspondence which document each claim and are used by the Branch to process claims for employees.</p> <p>a. Case Files. Containing Form 271, Employees Notice of Injury or Occupational Disease, C.A.4, Claim for Compensation on Account of Injury, etc. Filed alphabetically by name. (1948-1956)</p> <p>b. 3" X 5" card index containing name of employee, date claim was filed, type of claim, and date closed. Filed alphabetically by name. (1952-1956)</p>	<p>6.5</p> <p>.3</p>	<p>Disposal not authorized by this schedule. (Place in file of completed cases upon final settlement of claim; out off completed case file at end of each year and transfer to Records Center 1 year thereafter.)</p> <p>Disposal not authorized by this schedule. Retain in current files area indefinitely.</p>
490	<p>COMPENSATION AND CLAIMS REGISTER FILE</p> <p>Consists of a loose-leaf binder containing Form 37-193 - Test, Compensation and Claims Register, used to assign control numbers to claims. Form contains information such as name of claimant, date filed, date closed, expenditures, nature of claim, etc., and provides statistical data on types of claims. Arranged numerically by claim number. (1954-1956)</p>	.3	<p>Disposal not authorized by this schedule. Retain in current file area indefinitely.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
491	<p>CLAIMS STATUS OF PROCESSING FILE</p> <p>Consists of 5" X 8" cards containing information on compensation claims, such as date claim was filed, and a chronological listing of all reports and correspondence received or prepared by the Branch.. Cards are used as a reference to the processing of each claim, the color of the tab on each card indicates the present status of the claim. Filed alphabetically by name.</p> <p>(1952-1956)</p>	.3	<p>Temporary. Place in appropriate case file upon completion of final action on the case by the Branch (item 489)</p>
492	<p>EMERGENCY/CASUALTY REPORTS FILE</p> <p>Consists of copies of Form 901, Emergency/Casualty Report, containing information on employee emergency or casualty cases such as death, automobile accidents, or accidents sustained in the performance of duties. Information includes name of employee, date of emergency or casualty, circumstances relevant to the case, etc. These reports are used by the Branch to initiate appropriate action on each case. Filed alphabetically by name.</p> <p>(1954-1955)</p>	.1	<p>Temporary. Place in appropriate case file upon initiation of claim, destroy all others 6 years after date of report.</p>
493	<p>INJURY AND COMPENSATION REPORTS FILES</p> <p>Consists of copies of Forms 271, Employees Notice of Injury or Occupational Disease, C.A.4, Claim for Compensation on Account of Injury, etc. These reports are prepared by or for the employee as a record of injury or illness and contain information on date of injury or illness, cause, nature, place of employment, etc. Filed numerically by report number.</p> <p>(1947-1956)</p>	.8	<p>Temporary. Place master Division copies of all related reports in appropriate case file upon initiation of claim, destroy all others 6 years after date of report.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
494	BEC SECURITY CLEARANCE FILE Consists of listings containing names of BEC employees who are security cleared to receive and process Agency compensation claims. File also contains memoranda pertaining to the clearances, requests for clearances, and reassignment of BEC employees. Filed chronologically. (1949-1956)	.1	Temporary. Destroy each listing and related correspondence when all names on listings are cancelled.
495	DOCUMENTATION AND CORRESPONDENCE LOG Consists of 3" X 5" cards used to record the receipt and dispatch of documents and correspondence pertaining to employee retirement, insurance status, unpaid salary compensation, etc. Filed alphabetically by name. (1954-1956)	.2	Temporary. Disposal not authorized by this schedule. Retain in current file area.
496	PERSONNEL FOLDER LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of the Official Personnel Folders received by the Branch. Log contains name of employee, name of requestor, disposition, and date. Filed alphabetically by name of employee. (1954-1956)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
497	COURIER RECEIPT FILE Consists of the original copy of Form 35-16, Couriers Classified Mail Receipt, which was signed by the recipient at the time the material was received. Filed chronologically. (1953-1956)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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498	REFERENCE PUBLICATIONS FILE		
	Consists of published material such as regulations, notices, handbooks, brochures, etc. maintained for reference purposes.	5.0	Temporary. Destroy when no longer needed for reference purposes.
499	LIBRARY MATERIAL		
	Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	5.0	Temporary. Return to Library when no longer needed for reference purposes.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

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SCHEDULE NO.

40-56

25

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Office of the Chief

Records Control Officer, MPD, 14 Aug 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
500	ADMINISTRATIVE REFERENCE FILE Consists of copies of correspondence, reports, studies, machine listings, and material similar to that maintained by the Administrative Services Branch for the Division. This file is used for immediate reference by the Division Chief in administering the daily activities of the Division. Filed alphabetically by subject. (1952-1956)	2.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
501	ACTIVITY REPORTS FILE Consists of bi-weekly reports covering the activities of the individual branches and summary reports for the Division. These reports are submitted to the Director of Personnel and contain information on the status of projects, the Agency reserve program, personnel in process for assignment, etc. Filed chronologically. (1955-1955)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
502	SEMI-ANNUAL PROGRESS REPORTS FILE Consists of semi-annual reports prepared for the Director of Personnel. These reports contain summarized information taken from the bi-weekly reports and outline progress, program plans, and objectives. Filed chronologically. (1954-1956)	.1	Temporary. Destroy when 2 years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
503	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1955-1956)</p>	.2	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
504	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, handbooks, registers, etc., maintained for reference purposes.</p>	2.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SCHEDULE NO.

40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Administrative Services Branch

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

505

SUBJECT FILE

Consists of correspondence, reports, and other papers pertaining to the procurement, assignment, administration, and disposition of military personnel assigned to the Agency. This file serves as the Subject File for the Division and is maintained in three parts (Army, Air Force, and CIA). Filed numerically by the Dewey Decimal system.
(1955-1956)

6.7

Temporary. Destroy when 3 years old.
(Cut off at end of each year; transfer to the Records Center 1 year thereafter.)

506

BRANCH OPERATING FILE

Consists of duty rosters, survey reports, special services reports, and other similar material used in administering the activities of the Branch and in providing administrative support to the Division Chief. Filed alphabetically by subject.
(1951-1956)

1.0

Temporary. Destroy when 2 years old.
(Cut off at end of each year; destroy 2 years thereafter.)

507

UNIT FUNDS FILES

Consists of vouchers, cancelled checks, bank deposit slips, bank statements, council books, minutes of council meetings, and similar types of material used to account for monies received for and expended from the Unit Funds. Filed organizationally by unit.
(1954-1956)

2.0

Temporary. Destroy 3 years after audit.
(Cut off at end of each year; transfer to Records Center after annual audit.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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508	<p>CABLE FILE</p> <p>Consists of extra copies of incoming and outgoing cables maintained for convenience of reference. Official file copies are maintained by the appropriate area divisions of DD/P. Filed organizationally and chronologically thereunder. (1954-1956)</p>	<p>1.8</p>	<p>Temporary. Destroy when 6 months old. (Maintain a 6-month level; thereafter destroy oldest month after filing current month.)</p>
509	<p>NAME INDEX</p> <p>Consists of two sets of 1 5/8" x 4" cards, a true name card and a pseudonym card. Both cards contain a code number which serves as a cross-reference to a loose-leaf binder. The index is used for reference purposes in the receipt and dispatch of correspondence and cables. Filed alphabetically by name. (Current)</p>	<p>.2</p>	<p>Temporary. Destroy both cards when cancelled.</p>
510	<p>PROJECT CASE FILES</p> <p>Consists of case files maintained on the various projects conducted by the Agency utilizing military personnel. These files contain Planning Task Charts, Letters of Instruction, Activation Orders, and related correspondence regarding procedures for the selection and assignment of personnel, utilization of backstops, pay and allowances, logistical support, etc. Filed alphabetically by project name. (1952-1956)</p>	<p>1.6</p>	<p>Permanent. Disposal not authorized by this schedule. (Combine material from the Manning and Personnel Branches with this file upon completion of each project. Place entire project in inactive file; cut off every other year and transfer to Records Center).</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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511	<p>UNIT LOCATION CARD FILE</p> <p>Consists of 5"x8" cards containing information on Agency military cover units. Information includes unit location, authorization, strength, etc., maintained for reference purposes. Arranged by unit location and numerically by unit number thereunder.</p> <p>(Current)</p>	.2	Temporary. Destroy when superseded or obsolete.
512	<p>LIAISON CONTACT FILE</p> <p>Consists of copies of Form 59-45, Report of Liaison, prepared by the Branch as requests to have non-CIA employees security cleared for liaison contact. These forms are forwarded to the Office of Security for action and returned to the Branch as notifications of approval or disapproval. Filed chronologically.</p> <p>(1955-1956)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
513	<p>REPORT OF SEPARATION FILE</p> <p>Consists of Form 37-154, Report of Separation, and the Interview Worksheet, prepared from information obtained while conducting pre-exit interviews. Form 37-154 is used to prepare the monthly Summary of Military Separations which is forwarded to the Statistical Reporting Branch to have the information included in the appropriate statistical report. Filed chronologically.</p> <p>(1952-1956)</p>	1.8	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
514	<p>SUPPLY REQUISITION FILE</p> <p>Consists of a 5"x8" Requisition Form, representing requirements initiated by the various offices for supplies, primarily forms and regulations which are obtained from the Pentagon. Filed chronologically.</p> <p>(1955-1956)</p>	.1	Temporary. Destroy when request is filled or cancelled.
515	<p>TOP SECRET LOG</p> <p>Record of the receipt and dispatch of material classified Top Secret, maintained for security purposes. Consists of the office copy of Form 38-14. Filed chronologically.</p> <p>(1951-1956)</p>	.1	Disposal not authorized. Retain in current files area indefinitely.
516	<p>COMMUNICATIONS LOG</p> <p>Record of the receipt and dispatch of cables, dispatches, and other material received, except Top Secret. File also contains copies of Tracer Letters sent on classified documents for which signed receipts have not been returned. Filed chronologically.</p> <p>(1954-1956)</p>	1.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
517	<p>DOCUMENT RECEIPT FILES</p> <p>Consists of Registered Mail Receipts, DA Form 1204, and DD Form 646, Document Receipts, which were signed by the recipient at the time the material was received.</p> <p>a. Registered Mail Receipts. Filed chronologically.</p> <p>(1955-1956)</p>	.1	Temporary. Destroy when 1 year old.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
517	<p>DOCUMENT RECEIPT FILES <u>CONTD</u></p> <p>b. Document Receipts. Forms 1204 and 646. Filed chronologically. (1955-1956)</p>	.1	Disposal not authorized by this schedule. Retain in current files area indefinitely.
518	<p>MAILING ADDRESS FILE</p> <p>Consists of 1 5/8" x 4" cards maintained on all military personnel assigned to Agency units. Cards contain individuals name, unit to which assigned, mailing address, and are used primarily to route and dispatch personal mail to the individual. Filed alphabetically by name.</p> <p>(Current)</p>	.2	Temporary. Destroy when superseded or obsolete.
519	<p>MPD MEMORANDUM FILE</p> <p>Consists of administrative issuances (Military Personnel Division Memorandum) prepared and issued by the Division to supplement the MDW Memorandums and the Office of Personnel Memorandums. Filed numerically by memorandum number.</p> <p>(Current)</p>	1.0	Temporary. Destroy when superseded or obsolete.
520	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published materia such as Army and Air Force regulations, special orders, bulletins, training circulars, MDW Memorandums, etc., maintained for reference purposes.</p>	22.7	Temporary. Destroy when no longer needed for reference purposes.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			

RECORDS CONTROL SCHEDULE 105/11/21 : CIA-RDP78-06487A000100250001-5

SCHEDULE NO.

40-56

SECRET

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Manning Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
521	<p>BRANCH SUBJECT FILE</p> <p>Consists of Congressional correspondence, correspondence with the Secretary of Defense, and other papers pertaining to the operation and administration of a program of procuring qualified military personnel; management of the JOT Program; compilation of military personnel statistics; and the coordination of activities on matters pertaining to military personnel. Filed alphabetically by subject.</p> <p>(1951-1956)</p>	2.0	Disposal not authorized. Retain in current files area indefinitely.
522	<p>NAVY SUBJECT FILE</p> <p>Consists of correspondence, reports, Navy publications, retained copies of travel orders, and related material accumulated in the administration of activities pertaining to the procurement and assignment of Navy and Marine Corps personnel. Maintained separately from the Branch Subject File. Filed numerically by the Navy filing manual.</p> <p>(1951-1956)</p>	2.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5			
523	<p>SECURITY CLEARANCE REPORTS FILE</p> <p>Consists of retained copies of listings containing the names of individuals who have received full security clearances. Listings are submitted to Machine Records daily to have the names included in the appropriate machine listings. Filed chronologically. (1956)</p>	.1	Temporary. Destroy when 3 months old.
524	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports covering the activities of the Branch. Reports are submitted to the Division Chief and include statistics on the number of profiles prepared, separations from assigned duty, security initiations, requests for extension of tours of duty, etc. Filed chronologically. (1955-1956)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
525	<p>MONTHLY STATISTICAL REPORTS FILES</p> <p>Consists of reports prepared on a monthly basis containing statistical information on reimbursable and non-reimbursable personnel, JOT training, unit strength, and personnel assignments.</p> <p>a. Reimbursable and Non-Reimbursable Reports. Consisting of rosters and worksheets used to prepare monthly compilations which are forwarded to the Office of the Comptroller. Filed chronologically. (1953-1956)</p>	1.2	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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525	<p data-bbox="326 1003 808 1029">MONTHLY STATISTICAL REPORTS FILE <u>CONTD</u></p> <p data-bbox="391 1050 927 1234">b. JOT Status Reports. Consists of reports prepared for the information of the Director of Training reflecting the present status of all JOT's participating in external training and who have not physically returned to CIA for duty. Filed chronologically. (1953-1956)</p> <p data-bbox="391 1255 889 1528">c. Monthly Strength Reports. Consists of an unnumbered form containing an account by office of military personnel authorized, on duty, and in process. These reports are combined with a Summary of Military Strength By Service report and forwarded to the Statistical Reporting Branch to have the information incorporated in appropriate registers. Filed chronologically. (1951-1956)</p> <p data-bbox="391 1549 870 1705">d. Report of Assigned Personnel. Consists of a report submitted to the Division Chief monthly reflecting the current assignment, changes in assignment, etc., of Division personnel. Filed chronologically. (1953-1956)</p>	<p data-bbox="943 1050 967 1075">.1</p> <p data-bbox="943 1255 967 1281">.3</p> <p data-bbox="943 1549 967 1575">.1</p>	<p data-bbox="1073 1050 1536 1121">Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p data-bbox="1073 1255 1536 1327">Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p> <p data-bbox="1073 1549 1520 1575">Temporary. Destroy when 1 year old.</p>
526	<p data-bbox="326 1749 565 1774">MANNING TABLE FILES</p> <p data-bbox="391 1795 889 1980">Consists of the official record copies of Agency Manning Tables showing authorized military strength, manpower utilization, and future requirements. Tables are prepared annually, one copy being submitted to the appropriate parent service. Filed chronologically. (1951-1956)</p>	<p data-bbox="943 1795 967 1820">.4</p>	<p data-bbox="1073 1795 1580 1841">Permanent. Disposal not authorized. Retain in current files area indefinitely</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00447A000100250001-5	SECRET	
527	<p>PROGRESS REPORTS FILE</p> <p>Consists of narrative reports, prepared semi-annually for the Division Chief. These reports contain summarized information taken from statistical and bi-weekly reports and may also contain a tabulation of processing cases initiated. Fitness Reports prepared, etc. Filed chronologically. (1953-1956)</p>	.1	Temporary. Destroy when 2 years old.
528	<p>PERSONNEL DATA CARD FILES</p> <p>Consists of two files containing cards prepared on military personnel who have been assigned to the Agency, recommended for an Agency assignment, or contacted for a possible Agency assignment. Cards are used to record information such as name, rank, qualifications, availability, initiation of processing, date returned to parent service, etc., and serve as a check against initiation of processing on previously disqualified personnel.</p> <ul style="list-style-type: none"> a. 3x5 cards maintained on all military personnel recommended, contacted, or assigned. Filed alphabetically by name. (1952-1956) b. 5x8 cards maintained on Navy and Marine Corps personnel only, who are, or have been, assigned to the Agency. Filed alphabetically by name. (1949-1956) 	<p>1.0</p> <p>.4</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00447A000100250001-5	SECRET	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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529	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954-1956)</p>	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
530	<p>TABLE OF ORGANIZATION FILE</p> <p>Consists of copies of the Division T/O used for reference to authorized positions, position numbers, incumbencies, unit strength, etc. File also contains retained copies of Form 261, T/O Change Authorization, copies of requests for changes, and concurrences. Record copies of the T/O are maintained by the Position Evaluation Division. Filed chronologically. (1954-1956)</p>	.1	Temporary. Destroy each T/O and related correspondence when 1 year old.
531	<p>PERSONNEL REQUISITION AND REQUIREMENTS FILES</p> <p>Consists of personnel requisitions, reports, tabulations, and related material used to compile the Agency's military personnel requirements. These requirements are submitted to the Department of Defense on a fiscal year basis.</p> <p>a. Requisition File. Contains memorandums from the operating Offices representing immediate personnel requirements. These memorandums are submitted to the Branch on an as-needed basis and usually specify desired rank, qualifications, etc. Filed numerically by requisition number. (Current)</p>	.4	Temporary. Forward to Personnel Branch to be incorporated in the appropriate Agency Military Personnel Folder.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5		
531	<p>PERSONNEL REQUISITION AND REQUIREMENTS FILE <u>CONTD</u></p> <p>b. Requirements File. Containing fiscal year requirements submitted by operating Offices, correspondence to and from the Department of Defense on authorizations, justifications, approvals and disapprovals of the requirements, explanations for recommended increases, etc. Filed chronologically. (1951-1956)</p>	.8	Place in file with related Manning Table (item 526) and dispose of accordingly.
532	<p>PERSONNEL REQUISITION NUMBER REGISTER</p> <p>Consists of a record of the control numbers assigned to personnel requisitions. Information includes requisition number, requesting division, date of request, desired rank, etc. A new register is prepared each quarter. Arranged chronologically. (1956)</p>	.1	Temporary. Destroy when 1 year old.
533	<p>PHS TRANSMITTAL FILE</p> <p>Consists of retained copies of form letters used to transmit Personal History Statements to the Office of Security for review. Filed chronologically. (1953-1956)</p>	.3	Temporary. Destroy when 6 months old.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
534	<p>SECURITY CLEARANCE NUMBER REGISTER</p> <p>Consists of a 4"x6" loose-leaf binder used to assign control numbers to cases on which Form 377, Request For Security Clearance, has been prepared and forwarded to the Office of Security. Arranged chronologically.</p> <p>(1951-1956)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
535	<p>SECURITY INITIATION SUSPENSE FILE</p> <p>Consists of 3"x5" cards which serve as a tickler for follow-up purposes on processing cases for which Form 377, Request For Security Clearance, has been prepared. Filed chronologically by follow-up date.</p> <p>(Current)</p>	.1	<p>Temporary. Destroy when follow-up actions are completed.</p>
536	<p>POLYGRAPH APPOINTMENT BOOK</p> <p>Consists of a loose-leaf binder used to schedule interviews with individuals by use of the polygraph. Information includes name, date of appointment, time, and results. Arranged chronologically.</p> <p>(1954-1956)</p>	.1	<p>Temporary. Destroy when 3 months old.</p>
537	<p>STATUS OF PROCESSING FILE</p> <p>Consists of 5"x8" cards maintained for control and reference during various stages of processing. Cards contain control number assigned, approximate EOD, rank, results of polygraph, and similar information. Information from these cards may also be used in the preparation of Form 37-129, Cancellation of Applicant Processing, when appropriate. Filed alphabetically by name.</p> <p>(1954-1956)</p>	.2	<p>Temporary. Destroy 1 year after completion or cancellation of processing.</p>

ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
538	<p>PROCESSING CANCELLATION FILE</p> <p>Consists of a loose-leaf binder containing retained copies of Form 37-129, Cancellation of Applicant Processing used in compiling information for statistical reports. File may also contain correspondence from the Office of Security concerning cancellations. Filed chronologically.</p> <p>(1953-1956)</p>	<p>SECRET</p> <p>.3</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
539	<p>SECURITY CORRESPONDENCE FILE</p> <p>Consists of correspondence to and from The Office of Security concerning requests for clearances, foreign relatives of employees, contemplated marriage of employees, pending cases, etc., used for reference purposes. Filed chronologically.</p> <p>(1951-1956)</p>	<p>1.0</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
540	<p>PROCESSING FOLDER FILES</p> <p>Consists of case files on military personnel, JOT, and ROTC cases who are being security cleared and processed for possible assignment to the Agency. Folders include the personal history statement, profile, request for personnel action, request for security clearance, report of interview, and similar material. Documents from these folders become a part of the Official Agency Military Personnel Folder upon entrance on duty of the individual. Filed alphabetically by name.</p> <p>(Current)</p>	<p>5.0</p>	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. Upon completion of processing and entrance on duty of individual forward to appropriate Agency Military Personnel Folder File. 2. Upon cancellation of processing <ol style="list-style-type: none"> a. Place in inactive file. b. Screen annually and destroy those indicating a period of 2 years since date of last interest except those with a suspense notation for retention due to security or medical interest factors which will be retired to Records Center and destroyed when 15 years old.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
541	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p>AGENCY MILITARY PERSONNEL FOLDER FILE (Navy, Marine Corps)</p> <p>Consists of the official Agency military personnel folders containing papers which document the affiliation of Navy and Marine Corps personnel with the Agency. Files include correspondence and related records pertaining to the assignments of the individual, secrecy agreements and memorandums of understanding, security clearances, personnel actions, etc. Filed alphabetically by name.</p> <p>(Current)</p>	12.0	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. Upon termination of assignment for individuals not converted to staff employee status - - <ol style="list-style-type: none"> a. File folders alphabetically by name in an inactive file. b. Cut off inactive file at end of each year and transfer to Records Center, 2 years thereafter. c. Destroy, at the Records Center, 75 years after birth of employee or 60 years after date of earliest document in the folder. if date of birth cannot be ascertained, provided employee has been separated for at least 5 years. 2. Upon termination of Agency assignment and conversion to staff employee status sterilize documents in folders and forward to Records and Services Division to be included in the Official Personnel Folder File.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p>SECRET</p>		<p>8-00487A000100250001-5</p>
542	<p>MILITARY PERSONNEL STATUS CARD FILE</p> <p>Consists of Form 37-144, Military Status Card, prepared on all military personnel assigned to the Agency. Cards are maintained in three categories: On requisition; in processing; and on duty. This file is used for follow-up purposes in notifying area division of expiring assignments and provides statistical data for the reimbursable and non-reimbursable report, the monthly strength report, and the bi-weekly activity report. File arranged organizationally and alphabetically by name thereunder. (1949-1956)</p>	1.3	<p>Temporary. Destroy when 2 years old. (Place in inactive file upon termination of assignment; cut off inactive file at end of each year and destroy 2 years thereafter.)</p>
543	<p>ASSIGNMENT EXPIRATION AND EXTENSION FILE</p> <p>Consists of a loose-leaf binder containing information on expiring assignments, and assignments for which extensions have been requested. File contains copies of the Notification of Tour of Duty Expiration that were submitted to the operating offices, and correspondence to and from the parent services regarding requests for extensions and the approvals or disapprovals of the requests. Filed alphabetically by name. (1952-1956)</p>	.3	<p>Temporary. Destroy 1 year after termination of assignment.</p> <p>SECRET</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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544	<p>CLASSIFIED DOCUMENT RECEIPT FILE</p> <p>Consists of DD Form 646, Classified Document Receipt, which was signed by the recipient at the time the material was received. Filed chronologically. (1954-1956)</p>	.3	Disposal not authorized by this schedule. Retain in current files area indefinitely.
545	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, Navy Bulletins, correspondence manuals, Army Registers, and similar reference material.</p>	14.1	Temporary. Destroy when no longer needed for reference purposes.
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RECORDS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5

SECRET

SCHEDULE NO.

40-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Personnel Branch

SIGNATURE

TITLE

DATE

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

546

BRANCH SUBJECT FILES

Consists of individual files maintained by the Army and Air Force Sections of the Branch. Files contain correspondence, reports, and related material accumulated in the general administration of the activities of the Sections.

- a. Army Section. Consists of correspondence on the 6-months military training program, lists of personnel backstopped by the various units, processing of new employees, and similar material. Filed alphabetically. by subject.
(1952-1956)

1.8

Temporary. Destroy when 2 years old.
(Cut off at end of each year; destroy 2 years thereafter.)

- b. Air Force Section. Consists of copies of Airmen's Linguist Reports, correspondence on flying status, promotion and demotion, assignment, etc. Filed numerically by the Air Force filing system.
(1954-1956)

1.1

Temporary. Destroy when 2 years old.
(Cut off at end of each year; destroy 2 years thereafter.)

547

MORNING REPORT FILE

Consists of DA Form 1, and AF Form 183, which serve as daily accountings for all military personnel of each unit. These reports provide continuous certified strength and status statistics which are forwarded to the parent organizations as required by regulation.

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	SECRET		
547	<p>MORNING REPORT FILE CONTD</p> <p>a. Morning Reports prepared by reporting field units, used in preparing the combined report for all units. Filed chronologically. (1952-1956)</p> <p>b. Retained copies of reports submitted to the parent organizations. Filed chronologically. (1952-1956)</p>	<p>1.5</p> <p>1.7</p>	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)</p>
548	<p>MORNING REPORT DATA RECORDS</p> <p>Consists of Form 37-87, AF Form 1123, and AF Form 1124, used in the preparation of and as a supplement to the morning report. Forms contain information such as service number, current rank, present assignment, location, allotment number, and similar information needed in the daily accounting of personnel. Arranged by rank and alphabetically by name thereunder. (Current)</p>	2.8	<p>Temporary. Screen annually and retire those indicating a period of 5 years since separation to Records Center.</p>
549	<p>ACTIVITY REPORTS FILE</p> <p>Consists of bi-weekly reports covering the activities of the individual Sections and summary reports covering the activities of the Branch. Reports include statistics on personnel returned from overseas, personnel reporting for duty, time expended on projects, etc. Filed chronologically.</p> <p>a. Section Reports. (1955-1956)</p> <p>b. Branch Reports. (1955-1956)</p>	<p>.1</p> <p>.1</p>	<p>Temporary. Destroy when 3 months old.</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy thereafter.)</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
550	<p>MONTHLY REPORTS FILES (AIRFORCE)</p> <p>Consists of reports prepared at prescribed intervals (usually monthly) containing statistics on various personnel activities such as Report of Airmen Currently in Flying Status, Report of Military Personnel Stationed In The Washington, D. C. Area, Ground Accident Summary, General/Colonel Status Report, etc. Original copies of these reports are forwarded to the Commander, Headquarters Command, USAF. Filed chronologically. (1954-1956)</p>	.4	Temporary. Destroy each report when 2 years old.
551	<p>PROGRESS REPORTS FILE</p> <p>Consists of semi-annual and annual reports prepared for the Division Chief. These reports contain summarized information taken from the bi-weekly reports and outline major accomplishments and significant developments. Filed chronologically. (1955-1956)</p>	.1	Temporary. Destroy when 2 years old.
552	<p>ADMINISTRATIVE ORDERS FILE</p> <p>Consists of administrative orders, such as General Orders, Special Orders, TAG Orders, and a 3"x5" index. These orders are originated by both this Branch and the Adjutant General's Office and serve as the documentation for official travel of both civilian and military personnel, assignment to active duty, shipment of household effects, promotion, special assignments, etc. Copies of these orders are submitted to the appropriate services.</p> <p>a. Administrative Orders. Arranged organizationally and numerically thereunder. (1951-1956)</p>	4.5	<p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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552	<p>ADMINISTRATIVE ORDERS FILE <u>CONTD</u></p> <p>b. 3"x5" card index. Used as a reference to the order effecting travel of each individual. Filed alphabetically by name. (1954-1956)</p>	.3	Temporary. Destroy upon completion of travel.
553	<p>SPECIAL ORDERS LOG</p> <p>Consists of a loose-leaf binder used to assign control numbers to Special Orders prepared by the Branch. Log contains the order number, date, personnel covered by the order, and purpose of the order. Arranged chronologically. (1955-1956)</p>	.1	Place with related Special Orders and retire to Records Center.
554	<p>PROCEDURES FILE</p> <p>Consists of the operating procedures established for the various Agency military units. Procedures include information on the mission and functions of the units, type of travel orders necessary for personnel in the units, cover, necessary documentation, etc. Arranged numerically by unit number. (Current)</p>	1.0	Permanent. Disposal not authorized. Retire procedures for each unit to Records Center 1 year after procedures are superseded or become obsolete.
555	<p>MILITARY PERSONNEL FOLDER FILES (Army, Air Force)</p> <p>Consists of the official personnel folders for military personnel assigned to the Agency. Files contain both the folders prepared and maintained by the Agency (Agency Military Personnel Folders) and those forwarded from the parent services. (Field Personnel Records or 201 Files.)</p>		
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555	MILITARY PERSONNEL FOLDER FILES (<u>CONTD</u>)		
	a. Field Personnel Records or 201 Files comprising current case histories of the individuals and papers which document their military service. Filed alphabetically by name. (Current)	21.0	Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.
	b. Officers' Command Personnel Records, Air Force Officers only. Contains documents and papers normally maintained at the level determined by the Commander of a major air command. Filed alphabetically by name. (Current)	4.0	Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.
	c. Agency Military Personnel Folders comprising papers which document the affiliation of Army and Air Force personnel with the Agency. Files include correspondence and related records pertaining to the assignments of the individual, secrecy agreements and memorandums of understanding, security clearances, personnel actions, etc. Filed alphabetically by name. (Current)	40.9	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. Upon termination of assignment for individuals not converted to staff employee status - - <ol style="list-style-type: none"> a. File folders alphabetically by name in an inactive file. b. Cut off inactive file at the end of 6 months and transfer to Records Center 6 months thereafter. c. Destroy, at the Records Center, 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated for at least 5 years. 2. Upon termination of Agency assignment and conversion to staff employee status sterilize documents in folder and forward to Records and Services Division to be included in the Official Personnel Folder File.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
556	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100250001-5</p> <p>MILITARY TRAINING PROGRAM FILES</p> <p>Consists of case files maintained on Agency employees who are participating in the Military Training Program. Files contain information such as the sponsoring Agency component, individuals military status, duty station, obligations to the Agency, and general correspondence to and from the individual while in the training program. Filed alphabetically by name.</p> <p>(Current)</p>	.8	<p>Temporary. Destroy when 1 year old. (Place in inactive file upon completion of training; cut off inactive file at end of each year and destroy 1 year thereafter.)</p>
557			
558	<p>EMPLOYEE INQUIRY FILES</p> <p>Consists of 3"x5" cards maintained on both military and [] civilian personnel containing name, office to which assigned, rank or grade, and home residence. Cards are used as guides in answering inquiries on credit references, salary, etc., and as a guide to the amount of information which can be divulged. Filed alphabetically by name.</p> <p>(Current)</p>	.5	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
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559		.8	Temporary. Destroy when no longer needed for reference purposes.
560	<p>MILITARY PERSONNEL STATUS CHANGE FILE</p> <p>Consists of retained copies of the Military Personnel Status-Change Sheet prepared from information taken from SF52, Request For Personnel Action. These sheets are used for reference purposes, original copies are forwarded to the Statistical Reporting Branch. Filed alphabetically by name and chronologically thereunder.</p> <p>(1954-1956)</p>	.8	Temporary. Upon separation place non-documented Status-Change Sheets in Official Military Personnel Folder; destroy all others 3 months after separation.
561	<p>PROCESSING DATA CARD FILE</p> <p>Consists of 5"x8" cards prepared on Air Force personnel being processed for possible assignment to the Agency. Completed processing steps are noted on these cards which are used as a reference to the processing status of each case. Filed alphabetically by name.</p> <p>(1956)</p>	.1	Temporary. Destroy upon completion of processing.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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562	<p>PERSONNEL ACTION ABSTRACT FILE</p> <p>Consists of abstracts prepared from information taken from SF52, Request for Personnel Action, maintained for reference purposes. Filed chronologically. (1954-1956)</p>	.4	Temporary. Destroy when 6 months old.
563	<p>IMPREST FUND FILE</p> <p>Consists of retained copies of Form 33-16, Accounting By Individual For Advance, loan registers, listings, and related material reflecting accountability for monies loaned from and repaid to the fund on a monthly basis. This file contains information on funds available to personnel for emergency use. Filed chronologically. (1952-1956)</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
564	<p>MILITARY PAY AND ALLOWANCES FILE</p> <p>Consists of DD Form 114, Military Pay Order, Form DD 115, Military Payroll Money List, and DD Form 117, Military Payroll Money List And Certification Sheet, used to account for and effect changes in the pay status of Army and Air Force Personnel.</p> <p>a. DD Form 114, retained copies. Originals were forwarded to Army Finance as notifications of changes in pay status. Filed chronologically. (1952-1956)</p>	.3	Temporary. Destroy 1 year after close of pay period to which they pertain.
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564	<p>MILITARY PAY AND ALLOWANCES FILE <u>CONTD</u></p> <p>b. DD Form 115 and DD Form 117 received monthly for Air Force personnel. Changes in pay status are recorded on 1 copy of Form 115 and returned to the Air Adjutant General's Office. Filed chronologically. (1954-1956)</p>	.2	Temporary. Destroy 6 months after close of pay period to which they pertain.
565	<p>PERSONNEL ROSTERS</p> <p>Consists of machine listings received monthly from the 7th Machine Records Unit, Pentagon, containing rosters of Army and Air Force personnel assigned to the Agency. These rosters are used to authenticate strength figures. Authorized changes are recorded on one copy and returned to the Machine Records Unit. Filed chronologically. (1953-1956)</p>	.8	Temporary. Destroy when 3 months old.
566	<p>PAY RECORD INFORMATION CARD FILE</p> <p>Consists of 3"x5" cards containing pay-roll information on enlisted Army personnel. Cards are used in answering inquiries directed to the Branch such as date the individual reported for duty, effective date of longevity, allotments, etc. Filed alphabetically by name. (1955-1956)</p>	.1	Temporary. Destroy when no longer needed for reference.
	SECRET		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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567	ARRIVAL AND DEPARTURE REGISTERS		
	Consists of AGASF Form 647, Officer's Register, and AF Form 1323, Sign In/Out Morning Report Register, maintained as a record of the arrival, departure, destination, and similar data pertaining to military personnel. Filed chronologically.	.2	Temporary. Destroy when 1 year old.
	(1954-1956)		
568	DISPATCH FILE		
	Consists of copies of incoming and outgoing dispatches and Form 44d Abstract File Slip. The dispatches served as transmittals for special orders, profiles, MPD Memorandums, etc., and Form 44d serves as a log for the dispatches.		
	s. Dispatches. Incoming and outgoing are maintained separately. Filed chronologically.	.6	Temporary. Destroy when 6 months old.
	(1953-1956)		
	b. Form 44d. Filed chronologically.	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	(1953-1956)		
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569	AIRMEN'S PROFICIENCY TEST FILE	2.0	Temporary. Destroy when superseded or obsolete.
	Consists of test booklets, answer sheets, instructions, and similar material used in administering Airmen's Proficiency Tests. (Current)		
570	RETIRED RECORDS INDEX	.1	Temporary. Destroy when no longer needed for reference purposes.
	Consists of 3"x5" cards containing the name of the record series, job number, and box number of records retired to the Agency's Records Center from the Personnel Branch of the Military Personnel Division. Used for reference purposes. Arranged alphabetically by record series titles. (1954-1956)		
571	REFERENCE PUBLICATIONS FILE	8.0	Temporary. Destroy when no longer needed for reference purposes.
	Consists of published material such as CIA Regulations, Army and Air Force Regulations, MPD Memorandums, post reports, etc., maintained for reference purposes.		

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SECRET

SCHEDULE NO.

40-56

87A000100250001-5

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Military Personnel Division, Reserve Affairs Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
572	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports, pay scales, training schedules, and similar material used in administering the Agency's reserve program. This program involves the implementation of reserve training courses and the coordination of reserve activities with the Department of Defense and the Agency Mobilization Staff. No arrangement.</p> <p>(1951-1956)</p>	2.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter except policies and procedures which will be retained in current files area indefinitely.)
573	<p>ACTIVITY REPORTS FILE</p> <p>Consists of copies of bi-weekly reports submitted to the Chief, Military Personnel Division. These reports summarize the activities of the Branch and contain statistics on briefings conducted, personnel participating in training courses etc. Filed chronologically.</p> <p>(1955-1956)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
574	<p>MONTHLY STRENGTH REPORT</p> <p>Consists of the Monthly Report of Assigned Personnel submitted to the Chief, Military Personnel Division, reflecting authorized and assigned reserve strength for the month. Filed chronologically.</p> <p>(1954-1956)</p>	.1	Temporary. Destroy when 1 year old.
575	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p> <p>(1954-1956)</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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576	<p>RESERVE PERSONNEL FOLDER FILE</p> <p>Consists of case files containing papers pertaining to the reserve status of employees and their participation in the Agency's reserve program. Folders are used in the administration of the activities of the reservists. Documents and other actions affecting reserve status are retained by the parent services. Filed alphabetically by name.</p> <p>(Current)</p>	6.5	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. For personnel assigned to field stations, File folder alphabetically in a file pending return of the individual. 2. For personnel discharged from the reserve program - - <ol style="list-style-type: none"> a. File folder alphabetically by name in an inactive file. b. Cut off inactive file at end of each year and destroy 1 year thereafter.
577	<p>MANNING TABLE FILE</p> <p>Consists of the Official Agency copies of Manning Tables (Table of Distribution) reflecting authorized reserve strength, utilization, position changes, authority for position changes, and similar information. Tables are prepared by the Branch, authenticated by the service and returned to the Branch. Filed chronologically.</p> <p>(1954-1955)</p>	.1	<p>Upon receipt of revised Manning Table forward obsolete Table to Manning Branch and incorporate with item 526.</p>
578	<p>RESERVE ATTENDANCE ROSTERS</p> <p>Consists of retained copies of AF Form 40, AF Form 40a, and DA Form 1379, prepared by the Branch as attendance records covering authorized training assemblies. These forms contain the names of those reservists attending meetings and are forwarded to the parent services weekly or monthly as appropriate. Filed chronologically.</p> <p>(1954-1956)</p>	.5	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
579	<p>RETIREMENT AND RETENTION POINT RECORD</p> <p>Consists of DA Form 1381, Retirement And Retention Point Record, used to record points earned by reservists for attending reserve meetings, active duty tours, and extension course enrollment. This information is furnished to the parent services weekly. Filed alphabetically by name.</p> <p>(1955-1956)</p>	.6	<p>Temporary. Upon discharge of individual from reserve program place card in related personnel folder (item 576) and dispose of accordingly.</p>
580	<p>PERSONNEL DATA TRAINING FILE</p> <p>Consists of an unnumbered form titled "Personnel Data Training Work Sheet" containing information taken from the official Field Personnel Records or 201 Files. Information on these sheets is used in planning assignments, transfers, or requesting training for reserve personnel. Arranged alphabetically by name.</p> <p>(1955)</p>	.2	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
581	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of reserve personnel and statistical information on reserve categories, civilian occupations, etc., maintained for reference purposes.</p> <p>(1955-1956)</p>	.2	<p>Temporary. Destroy upon receipt of new listings.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
582	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, Reserve Newsletters, Operations and Training Handbooks, and similar reference material.</p>	12.5	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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